



ST. MARGARET'S HOUSE JOB DESCRIPTION

Position: Social Services Associate
Status: Full time, 37.5 hrs./week
Salary Range: \$39,000 to \$41,000

Responsibilities

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- In cooperation with the Director of Social Services and her team, facilitates groups and programs that are to the benefit of our guests.
- In cooperation with the Director of Social Services, works directly with the guests of St. Margaret's House:
 - Conducts initial intakes, welcomes and explains rules and services to each new guest.
 - Identifies with guests any immediate needs and coordinates efforts to meet these needs, making referrals to other agencies when appropriate.
 - Helps guests plan and meet the goals that they would like to work on.
 - Maintains on-going hospitable and supportive relationship with each guest and works to create this environment for the entire community.
 - Advocates for guests with other community and social service agencies.
- In collaboration with the Director of Social Services and other staff, maintains records and necessary documentation for guests and services provided.
- Attends all staff retreats, meetings and development seminars.
- Represents St. Margaret's House to the wider community. Promotes relationships with other agencies and resources.
- Collaborates/assists with St. Margaret's House fund-raisers.
- Participates in the general cleaning, maintenance and upkeep of St. Margaret's House. Works with guests in the kitchen and supervises post-lunch clean-up.

Qualifications

- Bachelor's degree in Social Services (Gender Studies, Psychology, Social Work) or related field
- Ability to speak Spanish a plus but not required
- Ability to work in a fast-paced environment
- Ability to lift 40 lbs.
- Applicant must be female

Compensation

- Dependent upon qualifications and experience (see above)
- Paid Holidays, individual medical insurance available, optional dental and vision insurance, defined employee contribution plan (retirement) after 1 year

How to Apply

- Email your cover letter, resume, salary expectations, and professional references to Kathy Schneider at: kathy@stmargarethouse.org
- Review of applications will begin as they are received and will continue until the position is filled.

St. Margaret's House is an equal opportunity employer.