



Position: Social Services Associate

Status: Part-time, 20 hr./week | \$20/hr.

About us

St. Margaret's House is a day center that improves the lives of women and children in poverty by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect.

In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.

About the position

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, 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 identify and meet their personal and professional goals.
 - Maintains ongoing hospitable and supportive relationships with each guest and works to create this environment for the entire community.
 - Advocates for guests with other community and social service agencies.
 - Facilitates groups and programs that are to the benefit of our guests.
 - Works with guests in the kitchen and supervises post-lunch clean-up. Participates in general cleaning, maintenance, and upkeep.
 - Maintains records and necessary documentation for guests and services provided.
- Represents St. Margaret's House to the wider community. Promotes relationships with other agencies and resources.
- Participates in all staff retreats, meetings and professional development seminars.
- Collaborates with the St. Margaret's House fundraisers.

Requirements

- Bachelor's degree in Social Services (Gender Studies, Psychology, Social Work) or related field.
- Ability to speak Spanish a plus.
- Ability to work in a fast-paced environment.
- Ability to lift 40 lbs.

Compensation

- Paid holidays, vacation, and defined employee contribution plan (retirement) after one year.

How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director

117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@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.