



Position: Generalist

Status: Part-Time, 27.5-29.25 hours/wk (M-F, 9:30am-3pm+staff meetings)

About us

St. Margaret's House is a day center that improves the lives of women and children 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

The primary responsibility of this role is to support our day-to-day operations in the following ways:

- Collaborate with the Kitchen Manager, volunteer cooks, and guests during pre-lunch preparations and post-lunch clean up. Responsible for washing the dishes, with help from guests and volunteers. Play a primary role in maintaining the kitchen in good order throughout the day.
- Collaborate with Guest Services colleagues to maintain good order on the main floor and throughout the building: chairs, trash, coffee, walkways, noise level (including voices and electronics); children's area.
- Collect and wash the daily laundry from the kitchen and showers.
- Maintain a staff presence on the main floor to help ensure the well-being of the entire community.
- Support the In-Kind Donations Coordinator and Front Desk Coordinator by:
 - Helping to receiving donations, if needed, when donors come to our front doors and taking donations to the basement
 - Helping to maintain the toiletry closet in good order
 - Distributing in-kind items to guests as needed

As a general member of the St. Margaret's House staff:

- Collaborate in the mission of St. Margaret's House; promote and adhere to the values as articulated in the SMH value statement.
- Foster relationships with guests to help them feel safe in accordance with the SMH mission statement.
- Seek to resolve conflict using a trauma-informed perspective.
- Attend and actively engage in all staff retreats, meetings, and professional development seminars.
- Collaborate with the St. Margaret's House fundraisers.
- Participate in the general cleaning, maintenance, and upkeep of St. Margaret's House.

Requirements

- Demonstrate strong work ethic, and enjoy maintaining a clean, orderly environment for the benefit of others.
- Ability to lift 40 lbs, be on your feet for long periods of time, and willingness to help colleagues as needed.
- Ability to stay flexible, organized, and responsive in a fast-paced environment.
- High level of emotional intelligence and communication skills.
- Commitment to learning and practicing trauma-informed care.

Compensation & Benefits:

- Pay Rate: \$22-\$24/hour, depending upon qualifications and experience.
- Paid holidays and time off, long-term disability insurance, individual medical insurance, optional dental and vision insurance, defined contribution plan 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.