



where hope and healing build
empowered mothers

January 2025

Dear Interested Candidate,

The Margaret Home is currently seeking to hire a **Direct Care Manager**. Candidates should be motivated with quality communication skills to work closely with residents, babies, and staff. Direct Care Managers assist mothers in day-to-day life skills, help implement policies, and provide program continuity. Interested candidates should visit TheMargaretHome.com and click on "Get Involved."

Direct Care Manager Job Description

Job Overview:

The Margaret Home is a residential empowerment program that revives hope and provides healing to women through all stages of pregnancy and early motherhood in an environment that nurtures an empowered spirit and a healthy lifestyle. The Margaret Home is seeking compassionate individuals who will work closely with the mothers, children, fellow Direct Care Managers and staff of The Margaret Home to provide healing and unconditional love that can lead to independence for a woman and her family.

Requirements:

- High School Diploma or GED
- Candidates must be 18 years of age or older
- Six months to one-year experience in Human Services or related field, preferably in a residential setting.
- Adult and Infant CPR certification or willingness to be certified.
- Dedication and full support of the mission of The Margaret Home.
- Ability to help instruct mothers from varying backgrounds, educations, socioeconomic status, cultures and spiritual traditions in day-to-day life skills.
- Ability to exercise authority and take initiative to implement policies.
- Position allows for a live-in option even when not on duty.
- Excellent organizational and verbal communication skills.
- Valid NYS Driver's License and reliable transportation.

Primary Responsibilities:

- Assists in the fulfillment of The Margaret Home's mission and exercises good stewardship in all tasks and activities.
- Works closely with mothers to ensure that all household policies and procedures are maintained in order to achieve safety and compliance.
- Fosters a sense of family and community among the mothers.
- Assures program continuity in daily living.
- Implements Service Plan created by Case Manager.
- Responds to emergencies within the home efficiently and in a timely matter.
- Communicates with team and collaborates with staff.
- Assists with day to day activities, schedules, events and TMH programs.
- Expected to be on call if needed in an emergency within the home (labor, sick baby, mom in crisis, etc..)
- Shifts are up to 8 hour intervals.
- Position includes rotating weekends and holidays.
- Completes all other tasks as assigned by the Operations Manager.
- Reports directly to the Operations Manager.

Direct Care Managers at The Margaret Home Receive:

- Extensive experience in a non-profit setting
- \$19.00/hr (prime shift-16 hours) \$5/hr (sleeping shift-8 hours)
- Professional development opportunity
- Ability to network with professionals in the field for future job experiences
- Valuable personal experience building confidence and leadership skills
- Opportunity to serve the community in which you live
- Opportunity to develop and strengthen resume