



where hope and healing build
empowered mothers

Dear Interested Candidate,

The **Margaret Home** is currently seeking to hire a **Direct Care Coordinator**. Candidates should be motivated with quality communication skills to work closely with residents, babies, and staff. Direct Care Coordinators 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."

Part-Time Direct Care Coordinator (Rochester, NY)

Direct Care Coordinator

- Reports to: Program Supervisor
- Status: Part-time/non-exempt
- Location: on-site
- Compensation: \$16-19/hour

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 Coordinators and staff of The Margaret Home to provide healing and unconditional love that can lead to independence for a woman and her family.

Duties and 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.
- Direct care includes both mothers and children, recognizing that childcare is an integral component with the ability to provide hands-on childcare responsibilities.
- 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, 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 two days per week; 8am-4pm and 4pm-8am
- Position includes rotating weekends and holidays.
- Completes all other tasks assigned by the Operations Manager and/or Program Supervisor.
- Reports directly to the Program Supervisor.

Education and Experience:

- 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 to promote the sanctity of life and the dignity of women in the Catholic tradition
- 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
- Excellent organizational and verbal communication skills
- Valid NYS Driver's License and reliable transportation

Direct Care Coordinators at The Margaret Home Receive:

- Up to 40 hours of paid time off per year
- Extensive experience in a non-profit setting
- Free room and board
- 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