**Journey Home Program Manager - Family Services**

Presbyterian Night Shelter is known for serving the homeless in greatest need: those who have no other places to go. Those who present the greatest challenge to our community are welcome here. As the largest homeless shelter in Tarrant County, we serve approximately 1,000 men, women and children each night.

Presbyterian Night Shelter staff members strive with mutual respect and compassion to serve with integrity, taking responsibility for our actions to foster hope in the journey from homeless to home.

**Job Summary**

Responsible for supervising all aspects of the Family Services shelter, including case management, intake, service plan and their implementation, and guest discharge with the primary goal of rapidly exiting families to permanent housing. Responsible for coordination with guest services personnel, and security. Directly supervises journey home guides, and on-site guests services personnel. Works with Operations Manager regarding work orders and building improvement projects as well as food service delivery. Responsible for ensuring smooth operations of HMIS data entry, intake processes, overnight sleeping arrangements, school and child care arrangements, and volunteer involvement. Also responsible for facilitating ancillary services within the shelter setting such as AA/NA groups, support groups, medical services, public health services, mental health services and others. Works with directors of development and program services regarding funding applications and reports. As a member of management, support administrative leadership team including other Journey Home Program Managers and Vice Presidents: Programs, Finance, and Development, Human Resources, and the Chief Executive Officer.

**Qualifications**

Bachelor degree in social service or related field. Master’s degree in Social Work preferred.

Minimum of two years supervisory experience in residential environment required.

Must have experience with homeless or transient population and/or residential population experiencing substance abuse disorders or mental illness.

Experience working with families experiencing homelessness is strongly preferred.

Must possess knowledge of developmental stages, age-appropriate activities and care guidelines for children.

Current Texas Driver's License required.

Must provide proof of auto liability insurance.

This is a full-time position with benefits, if interested in this position please send your resume by e-mail to [drabalais@journeyhome.org](mailto:drabalais@journeyhome.org) No phone calls please.

Presbyterian Night Shelter is an Equal Opportunity Employer