**Journey Home Program Manager – Special Housing Programs**

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 the following special housing programs: Casa de Esperanza, Family and Individual Rapid Exit (FIRE), and Shallow Subsidies. The Program Manager will provide supervision and program oversite to the Special Housing programs. This includes program and grant compliance, reporting and goal attainment. Directly supervises journey home guides and lead journey home guide. Responsible for ensuring smooth operations of HMIS data entry, intake processes, and housing retention. Resource for campus staff in all areas related to housing: identification of housing, securing housing, and maintaining housing. Time spent in each program will be determined by grant funding. As a member of management, support administrative leadership team including other Journey Home Program Managers and Vice Presidents, Programs, Finance, and Development, Vice President of Human Resources, and the Chief Executive Officer.

**Qualifications**

Bachelor degree in social work or related field required, Master’s degree in Social Work preferred.

Minimum of two years supervisory experience in residential environment preferred.

Experience working with federal grant management.

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

Experience working with diverse and/or difficult populations desired.

Current knowledge of the local network of services preferred.

Knowledge of Microsoft Word and Excel is required.

Valid driver license is required.

This is a full-time, salaried position with benefits.  Email cover letter and resume to [jgordy@journeyhome.org](mailto:jgordy@journeyhome.org) , no phone calls please.

Presbyterian Night Shelter is an Equal Opportunity Employer