**Journey Home Guest Coordinator – True Worth Place**

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**

The Journey Home Guest Coordinator is responsible for ensuring connection to case management services, partner service providers, and classes for guests who come to the facility for shelter, day services, and central resource access. This includes meeting all new guests that enter the facility, pointing them in the right direction for initial services such as scan cards and TB testing, providing an orientation to True Worth Place, and tracking guest participation in the Housing and Income Connection program. This position will also assist existing guests with entering the Connection program.

**Qualifications**

High School Diploma/GED required.

Must have an understanding of ethical practices.

Must be able to lift 25 lbs. with ease.

Must be flexible in work schedule.

Previous experience with reception or front desk work strongly preferred.

Experience working with diverse and/or difficult populations desired.

Experience working with the homeless population is preferred.

Knowledge of Microsoft Word and Excel is required.

**Rate of Pay**

$12.50 per hour

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

Presbyterian Night Shelter is an Equal Opportunity Employer