Help Us Change Lives: Auberle Seeks Family Emergency Shelter Manager

Auberle is a nationally recognized, award winning human service organization that serves thousands of individuals each year. For more than 60 years we have helped troubled children and their families heal themselves. Auberle’s staff is comprised of passionate individuals who are committed to finding the most innovative ways to solve our community’s most difficult problems.

We are currently seeking a Family Emergency Shelter Manager to implement and lead a Family Emergency Shelter Program. The facility is located in Duquesne and may serve 10 parents with children at a time. The program will provide support and case management to the families to transition them out of shelter and into permanent housing.

This individual is responsible for day to day operation of the shelter and supervision of the Family Support Staff. This position ensures the provision of high quality trauma informed services and case management functions. All team members participate in all service delivery functions. This Manager reports to the Auberle Housing Director.

This critical position requires at least 1 year of experience working or volunteering within a housing or shelter program. Preference will be given to individuals with a bachelor’s degree, management and case management experience. Allegheny County HAB, CoC and Homeless Management Information System (HMIS) data collection system experience preferred. The Family Emergency Shelter utilizes a team concept in serving families. The Manager, daylight Family Support Staff and overnight Family Support Staff are all trained and expected to provide case management services to parents whenever the parent is available and ready to engage in such work. ALL team members are expected to work individually with parents to create service plans and secure resources. This includes documenting in files, data entry and connectivity via email to the program. The ideal manager is a trauma-informed leader capable of creating or seizing opportunities to improve service effectiveness and client outcomes. The ideal candidate is organized and mission driven providing high quality programming resulting in excellent program outcomes.

A flexible schedule, valid driver’s license and vehicle are mandatory. Must be 21 years of age or older and required to apply for Act 33/34 clearances (criminal and child abuse) as well as FBI clearance. Pre-employment drug screening and random employment drug testing required.

Auberle offers excellent training opportunities and a comprehensive benefits package. If you are highly motivated, passionate about human services and interested in making a difference, be sure to apply on the Auberle website, www.auberle.org. EOE

Named Agency of the Year in the U.S. by the Alliance for Strong Families and Communities

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