

# Join Our Team at Catholic Charities of East Tennessee!

*Providing Care and Support to our Community*

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**Position:** Program Leader  
**Location:** Children's Emergency Shelter | Knoxville, TN  
**Job Type:** Full-time | 35-hours per week | M-F | 8:30 AM – 4:30 PM  
**Pay Rate:** Annual \$42,000 - \$46,000

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## About the Position

Catholic Charities of East Tennessee (CEETN) is seeking a passionate and motivated Program Leader for our Children's Emergency Shelter (CES) in Knoxville, TN. This is your opportunity to play a vital role in providing safety, security, and hope for children in crisis. CES is a 24/7 residential program that offers a safe, home-like environment for children who have been removed from unsafe situations. We provide stability while courts and DCS work toward finding long-term placements.

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## Our Benefits

Health insurance | Dental | Vision | HSA ; 403(b) with 3% match | Employer-funded pension plan & life insurance  
17 vacation days, 12 sick days, and 13 paid holidays annually

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## What You'll Do

- Lead, mentor, and support shelter staff and volunteers
  - Develop and implement program policies, budgets, and operating plans
  - Oversee program compliance with state regulations and professional standards
  - Create a positive, team-oriented environment with regular communication and training
  - Ensure the facility is safe, well-maintained, and running efficiently
  - Serve as on-call support for emergencies and coordinating 24/7 coverage
  - Build strong relationships with community partners and funders to advance our mission
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## What We're Looking For

- Bachelor's degree in social services (or related field)
  - 3+ years in social services, 2+ years in leadership
  - Strong communication, problem-solving, and multitasking skills
  - Experience managing 24/7 staff preferred
  - Valid driver's license and ability to pass DCS screenings
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## Ready to Lead with Purpose?

This is more than a job — it's a calling. If you are compassionate, organized, and ready to make an impact, we want to hear from you!

Apply today and join a team that cares.

For more information or to submit your application, please contact:

Jennifer Tekstar, HR Manager | [hr@ccetn.org](mailto:hr@ccetn.org) | 865-684-1884