

**HUBBARD HOUSE, INC.
JOB POSTING
NIGHT MANAGER**

JOB SUMMARY:

Hubbard House is seeking an energetic, self-motivated, organized person as the Night Manager for our 24/7 Emergency Shelter. The Manager is responsible for managing the effective day-to-day operation of assigned program(s). This position requires a high degree of autonomy, discretion and judgment without assistance from supervisor. Influences the hiring and firing decisions of employees with great weight. Oversees the implementation and delivery of quality services to include crisis intervention, counseling, case management, advocacy, safety planning, assessments and development of community resources. Manager is also responsible for the hiring, training and supervising of designated staff. Manager assures compliance with all required programming standards. Responsible for accurately tracking required statistics, outcomes, funding source deliverables, and quality assurance measures. Participates in external and internal committees/meetings. Participates in community collaborations and public speaking. Participate in the on-call rotation.

The Night Manager will work overnight on Friday, Saturday, Sunday, Monday, and Tuesday nights.

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Bachelor Degree in Social Work, Sociology, Psychology, Criminology or related field with two years' experience in domestic violence services or equivalent preferred. Will consider AA degree or equivalent in related field with five years' experience in domestic violence or related field or equivalent experience considered. Must have or be eligible for program specific credentials (CDA, Relocation Certification, Childcare Center Director Credential, etc.). Experience in crisis intervention, group facilitation, case management and assessments required. Experience in sexual assault and domestic violence programs is a plus. Must be experienced in Microsoft Office programs or equivalent. A valid driver's license and dependable transportation required. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

Submit an updated resume and letter of interest with salary requirements to Director of Shelter Services at employment@hubbardhouse.org