

## **Hubbard House Outreach Center Manager**

The Outreach Center Manager is responsible for managing the effective day-to-day operation of the Hubbard House Outreach Center. 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 the Florida Department of Children and Families Standards and other required standards applicable to the program. 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. Flexible work schedule to include evenings and weekends. Participation in quarterly on-call rotation.

Master's degree in social work, or mental health counseling preferred. Bachelor's Degree in social work, Sociology, Psychology, Criminology or related field with two years' experience in domestic violence services or equivalent considered. Will consider AA degree or equivalent in related field with five years' experience in domestic violence or related field or equivalent experience considered. Experience in program development, program evaluation, management, 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. Must be experienced with client management systems. A valid driver's license and dependable transportation are required. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

Please submit letter of interest, updated resume and salary requirements to, Attention Chief Operating Officer at [employment@hubbardhouse.org](mailto:employment@hubbardhouse.org), by fax at 904.354.1342 or mail to PO Box 4909, Jacksonville, FL 32201. No phone calls please.