

### Registration Information

Order No.	3964728
Agency Name	Bo's Place
Job Title	Bilingual Community-Based Programs & Outreach Director
Job Description (including hours and responsibilities)	<p>Work Schedule: 8:30 a.m. – 5:30 p.m. Some evening and weekend hours required for special events or to meet program objectives. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)</p> <p><b>MISSION STATEMENT</b> To enhance the lives of those who have experienced the death of a loved one.</p> <p><b>POSITION SUMMARY</b> In keeping with the purpose, mission and vision of Bo’s Place, the Community-Based Programs and Outreach Director is responsible for the oversight and management of the Community-Based Programs, Community Education &amp; Training Program, and Volunteer and Outreach Program. The Community-Based Programs and Outreach Director is a full-time exempt staff position reporting directly to the Executive Director. He/she supervises the School Program Manager, Community Education &amp; Training Manager, Volunteer &amp; Outreach Manager and Katy Program Manager. Fluency in English and Spanish is required.</p>
Job Location	Houston
Salary Range	Not stated
Qualifications	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Graduate degree in social work, counseling, psychology or marriage and family therapy.</li> <li>• A minimum of 3 to 5 years of supervisory or management experience.</li> <li>• Current Texas State license in professional field.</li> <li>• Clinical experience with adults, children, families, and groups.</li> <li>• Malpractice</li> </ul>

	<p>insurance coverage at maximum level. • Fluency in English and Spanish required. • Proficient in Word, Excel, Power Point, and database processing. • Highly comfortable utilizing a variety of online platforms and technology applications. • Skills in supervision of staff/volunteers. • Ability to tolerate intense affect, including strong expressions of grief. • Ability to contain others' anxiety as well as one's own anxiety. • Ability to assess needs of potential participants (i.e., appropriateness of support groups or therapy) and abilities/needs of volunteers. • Ability to recognize and maintain appropriate boundaries. • Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers. • Strong organizational skills. • Excellent verbal and written communication skills. • Strong team orientation. • Integrity, warmth, positive outlook, compassion and a good sense of humor.</p>
Link to application web site (if applicable)	<a href="http://www.bosplace.org">www,bosplace.org</a>
Application Contact Name	Donna Jaffe
Phone	7139428339
Email	<a href="mailto:donna@bosplace.org">donna@bosplace.org</a>
Application will be accepted until (closing date):	10/31/2021