



DIRECTOR OF OPERATIONS

If you are interested in applying, submit your cover letter and resume to Brianna Sylvain
missie.irby@gcnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.
- Children's Network provides medical, dental, 401K, paid vacation, sick leave and holidays.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Master's degree or Bachelor's degree from four-year College or university;
 - ◆ Official transcripts are a mandatory requirement
- ◆ A minimum of five (5) years of management experience and five (5) years of child welfare experience

General Purpose of Job (Full job description will be provided upon interview)

1. Design and implement functions to support operational goals
2. Develop and implement System of Care (SOC) policies and procedures
3. Track and review performance of assigned teams
4. Develop and analyze monthly management and performance reports
5. Manage the State and Federal reporting process
6. Identify System of Care needs and provide technical assistance to supply them
7. Identify and develop community prevention initiatives and resources

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- Child Welfare Certification is required for this position.
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying