

Job Title: Foster Care Support Coordinator

Objective: The Foster Care Support Coordinator exists to support and grow our Foster Care Support Program, with a multi-county concentration.

Vision: The role of the Coordinator will primarily be twofold: (1) This will include the support of established church advocates, community partners, and collaborators within their designated county (2) This will also include building and cultivating relationships with new churches, church advocates, community partners, and collaborators.

Reports To: Executive Director

Major Functions / Accountabilities:

- Develop and maintain healthy working relationships with partnering churches establishing Foster Care Support Ministries
 - Recruit and train church advocates, including introductory meetings with church staff and/or pastors
 - Help churches advocate for foster care and adoption needs
 - Build awareness for foster care and adoption needs through the local church
 - Help church advocate teams lead trainings for new Care Teams as they develop
- Provide ongoing support to church advocates
 - Communicate monthly with Advocates (meet with Advocates regularly)
 - Send resources & support material as needed for continuing training, empowerment, and encouragement
 - Provide additional support for promotional events, trainings, and vetting to equip new Care Team Leaders and volunteers
- Collect and report accurate data for designated counties
 - Ensure one-pager and family information for Care Team one-pagers
 - Maintain data for all awareness events, volunteers, foster families, and church advocates
 - Research and report county/community statistics related to local needs and community growth
- Manage county specified event and resource needs
 - Identify DFCS Support Needs (including Compassionate Listening in Clarke/Oconee Co.)
 - Manage annual events/drives (back-to-school supplies, Christmas Party, etc)
- Work with FCS and CFLM team to support family resources
 - My Name Matters
 - provide community updates on the availability of this resource
 - Administrate program for families in specified counties
 - Clothes Closet
 - Navigate shopping and donation coverage
 - Facilitate on-going closet needs
 - Education
 - Provide input and administrative support to Choosing to Care Conference
 - Work with churches and CFLM staff to plan Foster Care and Adoption specific Education opportunities equipping families to meet local needs
 - Provide event support as needed (fundraising, Family Reunion, etc)
- Other duties as assigned in response to the CFLM mission.