



Position: North Metro Relationships and Support Case Manager

Reports to: Family Care Director

Status: Hourly

Hours: 28-40 hrs per week

PURPOSE: Provide Christ-centered leadership for successful recruitment, training and support of Project 1.27 families and churches which fulfills our vision and mission.

SCOPE: This position will serve families and churches in North Denver and west of I-125 to include the Boulder and Loveland area. Responsible for Project 1.27's family recruiting, tracking, training and support; church engagement; public and private agency relationships; and maintaining the needed collaboration to ensure vision and mission accomplishment.

RESPONSIBILITIES:

Church Relationships

- Relationship development: Establish, grow, encourage and recognize collaborative relationships with churches which support those involved in foster care and adoption.
- Resource and train: With other Project 1.27 staff, research, develop, hard goods distribution evaluate resources and training to empower churches for an impactful, sustainable orphan-care ministry.
- Church Champions: Train and coach church champions and support team facilitators to lead successful church ministries and support groups.
- Support: Develop church-based foster and kinship family support activities including things such as support groups and service ministries

Family Recruiting and Support

- Orient, provide pre-certification, placement and post-placement support to assigned families through timely responsive contact and proactive monthly contact.
- Develop relationships, events and resources to support kinship, foster and adoptive families.
- Develop and maintain knowledge and relationships surrounding foster care and adoption in order to provide families with up-to-date support and resources.
- Resource management and hard goods distribution to support kinship, foster and adoptive families.
- Complete and return family packets in a timely fashion.
- Prepare Family Covenants and attend adoption hearings when possible.
- Represent Project 1.27 at conferences, summits and community awareness events as needed.

Training

- Content: Participate in planning, implementing and evaluating of timely, accessible training for foster parent certification which meets CO and P1.27 standards including Info Night, FACT, LIFTT, and Support Team Training, Advanced Training and Church training
- Facilitate: Facilitate assigned training segments for families and church
- Logistics: Manage the speakers, panelists, technical, resource, attendance and location logistics for training as assigned.
- Content creation: Contribute to family/church content creation for distribution via various channels including website, e-newsletters, social media and print.

Organizational Management

- Strategy and implementation: Develop and carry out a strategy which accomplishes overall organizational goals while maximizing resources and relationships.
- Data management & reporting: Accurately track statistics, including family, church and agency information, to provide proactive customer service and engagement.
- Provide accurate information for P1.27 reporting and awareness resources. Ensure confidentiality and security of family records.
- Inquiries: Manage area inquiries from individuals, churches and other organizations seeking information and support in serving NOCO foster children.

Qualifications:

Character

- Is a consistent witness for Jesus Christ
- Maintains a Christ-like attitude in dealing with people within and outside of Project 1.27
- In full agreement with Project 1.27 mission, vision and values.
- Required to sign a statement of faith, staff covenant and staff/volunteer policy letter.
- Willing to uphold the mission, staff and stakeholders in prayer.
- Adaptable and discrete, maintains a high level of confidentiality.
- Self-starter who gets things done; able to inspire and motivate others.

Competency

- Bachelor's degree in social services or related field.
- Three or more years' experience in social services or a related field.
- Church ministry experience.
- Trust Based Relational Intervention (TBRI) or similar trauma informed training
- Demonstrated people and relationship development skills.
- High-level computer skills with MS Office programs (Word, Outlook, Excel, etc.) and web-based applications (Google Chrome, Drive, Remote Desktop, etc.)
- Database management experience.
- Excellent written and verbal communication skills including up-front training, phone and electronic communication skills.
- Spanish-speaking a plus.
- Team player with the ability to anticipate needs, take initiative, set goals and achieve them.

If interested, please submit a cover letter and resume to info@project127.org.