



**POSITION: Family Case Manager**

**REPORTS TO:** Family Connections Director

**STATUS:** Hourly

**HOURS:** 28 hrs per week

**SALARY RANGE:** \$29/hour

**LOCATION:** Aurora, CO Office, about 50% in office

**PROJECT 1.27 OVERVIEW:** Since 2004, Project 1.27's mission has been to engage, inspire, recruit and resource churches and families to serve children in our community through faith-based family preservation, kinship care, foster care and adoption. A small faith-based non-profit, Project 1.27 has staff in Denver Metro, Colorado Springs, Northern Colorado and the Western Slope and serves a network of 18 similar organizations across the U.S.

**PROJECT 1.27 VALUES:** Families, Respect, Integrity, Collaboration, Innovation and Hope

**PURPOSE:** Provide Christ-centered support and training to Project 1.27 families throughout their foster and adoption process to fulfill the vision and mission of Project 1.27.

**SCOPE:** Responsible for Project 1.27's family recruiting, tracking, training, resources and support; public and private agency relationships; and maintaining the needed collaboration to ensure vision and mission accomplishment.

**RESPONSIBILITIES:**

**Family Recruiting**

- Represent Project 1.27 at conferences, summits and community awareness events.
- Represent Project 1.27 at church services and events.
- Support churches in developing and maintaining foster and adoption ministry programs.

**Family Support**

- Orient, provide pre-certification, placement and post-placement support to assigned families through timely, responsive contact and proactive monthly contact.
- Develop relationships and resources to support kinship, foster and adoptive families.
- Participate in organizing and carrying out family events like conferences, picnics and parties.
- Develop and maintain knowledge and relationships surrounding foster care and adoption to provide families with up-to-date support and resources.
- Provide training certificates in a timely manner to families and their chosen agency.
- Prepare Family Covenants and attend adoption hearings when possible.
- Maintain communication with assigned counties and Child Placing Agencies.

## **Family Training**

- Participate in organizing, facilitating and evaluating training for foster parent certification which meets NTDC (National Training and Development Curriculum), CDHS and Project 1.27 standards.
- Participate in organizing, facilitating and evaluating Advanced Training for families.
- Content creation: Contribute to assigned content creation for distribution via various channels including website, e-newsletters, social media and print.

## **Organizational Management**

- Data management: Utilizing Project 1.27's database, accurately track family statistics and other information to provide proactive customer service, engagement and reporting.
- Ensure confidentiality and security of family records.
- Provide accurate information for P1.27 awareness and informational resources.
- Participate in biweekly staff meetings, team meetings, and all-staff days.
- Other duties as assigned.

## **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 and staff policy letter
- Willing to uphold the mission, staff and stakeholders in prayer
- Adaptable and discreet, maintains a high level of confidentiality
- Self-starter who gets things done; able to inspire and motivate others
- Respect for people of all backgrounds and a willingness to learn across differences
- Able to combine care and compassion with healthy limits

### Competency:

- Bachelor's degree in social services or related field.
- Three or more years' experience in social services or a related field. County child welfare experience preferred.
- Demonstrated virtual and in-person training experience with adult learners.
- 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, Excel, Power Point, etc.) and web-based applications (Google Chrome, Drive, etc.)
- Database experience.
- Excellent written and verbal 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](mailto:info@project127.org)