



Position: Family Care Manager
Reports to: Family Care Director
Status: Hourly, non-exempt
Hours: 28 hours/week

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

SCOPE: In assigned areas, 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:

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 and maintain knowledge and relationships surrounding foster care and adoption in Colorado in order to provide families with up-to-date support and resources.
- Complete and return family packets in a timely fashion.
- Prepare Family Covenants and attend adoption hearings when possible.
- Review child profiles sent to Project 1.27 for possible matches for our agency partners.
- Represent Project 1.27 at community awareness events as needed.

Family Training and Resources

- Facilitate and lead assigned family info night and training segments.
- Contribute to and support family content creation for distribution via various channels including website, e-newsletters, social media and print newsletters.

Organizational Management

- Data management: Utilizing Project 1.27's database, accurately track family statistics and other needed information in order to provide proactive customer service, engagement and accurate reporting.
- Provide accurate information for P1.27 awareness and informational resources.
- Ensure confidentiality and security of family records.
- 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, 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

- Three or more years' experience in social services or a related field.
- Bachelor's degree in social services or related field. Master's level preferred.
- Trust Based Relational Intervention (TBRI) or similar 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@project127org