



Position: Northern Colorado Family Care Manager
Reports to: Colorado Family Care Team Manager
Status: Salary exempt
Hours: 32

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:

Organizational Management

- Strategy and implementation: Develop and carry out a strategy which accomplishes overall organizational goals while maximizing resources and relationships.
- Inquiries: Manage area inquiries from individuals, churches and other organizations seeking information and support in serving NOCO foster children.
- 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.
- Develop and manage budgets, ensuring financial integrity and good stewardship which supports mission fulfillment.

Family Recruiting and Support

- Recruiting: Working with other Project 1.27 staff and contractors, ensure sufficient awareness and marketing activities are organized and carried out to meet Info Night and recruiting goals and convey accurate Project 1.27 messaging.
- Caseload: Provide pre-certification, placement and post-placement support to assigned families.
- Advocacy: Represent P1.27 at conferences, church events, summits and community events.
- Advisory Group: Serve or appoint a liaison to Project 1.27's Family Advisory Group to provide input on all aspects of Project 1.27's Family Care program.

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, PCore, and Support Team Training, Advanced Training and Church training.
- Facilitate: Facilitate assigned training segments for families and churches.
- Logistics: Manage the speakers, panelists, technical, resource, attendance and location logistics for training as assigned.
- Content creation: Contribute to and assign family content creation for distribution via various channels including website, e-newsletters, social media and print.

Church Relationships

- Relationship development: Establish, grow, encourage and recognize collaborative relationships with NOCO churches which support those involved in foster care and adoption.
- Resource and train: With other Project 1.27 staff, research, develop, distribute and 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 groups: Work with churches to establish and resource accessible support groups for foster and adoptive families.
- Fund development: Promote church funding of Project 1.27.
- Tracking: Track relationships and provide monthly and annual reporting.

Agencies

- Relationships: Establish, develop, maintain, appreciate, and encourage proactive relationships with public and private foster and adoption agencies in NOCO.
- Relevancy: Understand the requirements for each agency, ensuring application packets, training and families are a current, strong match that meets agency parameters for certification.
- Ensure NOCO MOA's are up-to-date and accessible.

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.
- Church ministry leadership experience.
- 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.