

# CHURCH OF GOD CHILDREN'S HOME OF NORTH CAROLINA INC.

3485 Orphanage Cir.

Concord, NC 28027

Title: Foster Care Coordinator

Department: Foster Care

Reports to: Executive Director and Board of Directors, Church of God Children's Home of NC

Subordinates: Up to 5 Foster Care Supervisors, Case Managers and Foster Parents

## Job Function

The Foster Care Director (FCC) is supervised by the Executive Director (ED). The FCC initially will develop and create the operation of Foster Care for Church of God Children's Home. The FCC facilitates all requirements of the Out of Home Family Service Agreement (OHFSA) as required by the North Carolina Division of Social Services (NCDSS). The FCC provides professional contracted case management services to children who are in the custody of DSS due to abuse / neglect. The FCC can supervise up to 5 Foster Care Supervisors who each can supervise 5 case managers.

## Scope:

- Create, develop and operate Foster Care Program for Church of God Children's Home of NC
- Supervise and ensure that all operations are in compliance with North Carolina Foster Care Minimum Standards
- The FCC will supervise and provide direct assistance to case managers who work with children.
- The FCC will also supervise and provide direct assistance to Case Management Supervisors.
- The FCC works in partnership with the Family Support Team as a counselor, consultant, problem solver, and advocate.
- The FCC will supervise and provide assistance to licensing agents

## Initial Responsibilities

- Develop Foster Care program for Church of God Children's Home
- Organize and develop business model of operation
- Determine staffing needs, hire staff and supervise staff
- Seek out and obtain funding grants

- Supervise beginning operations of Foster Care Program
- Promote, market and recruit Foster Parents and supervise licensing of Homes
- Get the Foster Care program up and running for Church of God Children's Home creating a program that is competent and competitive in North Carolina
- Assume position of Director of Foster Care or recruit and hire replacement before leaving position of coordinator.

#### Extended Responsibilities

- As part of The Church of God Children's Home team be willing to step in and assist other team members in other departments
- Be willing to fulfill any duty or responsibility given by the Executive Director or the Board of Directors

#### Knowledge, Skills, and Abilities Required:

- Person of good Christian Character
- Agrees with the philosophy and mission of the Church of God Children's Home
- Master's Degree from accredited institution
- Demonstrate knowledge and skills of interpersonal engagement, crisis intervention, and communication.
- Demonstrate willingness to work a non-structured, flexible schedule, routinely including evenings and weekends.
- Valid drivers license and vehicle insurance.
- Ability to drive long distances for extended amounts of time.
- Good interpersonal skills as well as research and planning skills.
- Good management and organizational skills.
- Ability to work independently and as a team member.
- Excellent verbal and written communication skills.
- Proficient in MS Word documents.
- Willing to receive 40 hours of training within the first year of employment and 24 hours per year thereafter.
- Administrative abilities supervision of staff.

#### Compensation:

- \$52,000 annual salary
- \$500 monthly stipend towards personal health insurance plan
- If needed, housing with utilities will be provided
- Incentive payment for foster parent training and home studies conducted.
- Bonuses and/or raises commensurate to grant reception