



P.O. Box 310 Bigfork, MT 59911
406-837-2247
www.childbridgemontana.org

Mission:

We find and equip foster and adoptive families for Montana children in need.

Vision:

A forever family for every child.

OPPORTUNITY PROFILE

Community Support Coordinator

Location: A Community Support Coordinator Serves a Specific Geographic Region/Community in Montana, reporting to the local Regional Director. The current open position is located in Great Falls, Montana. No relocation reimbursement is available for this position.

The Board of Directors, and Executive Director of Child Bridge, Inc., headquartered in Bigfork, Montana invites nominations and applications for the role of Community Support Coordinator serving Great Falls, Montana.

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As Child Bridge is a Christian ministry organization, qualified employees must display a personal relationship with Jesus Christ as Savior and Lord and be committed to carrying out the mission of Child Bridge.

The qualified candidate will agree with, and will be willing to uphold the Statement of Faith, Statement of Principle(s), Pledge and policies of the ministry. They must be able to provide spiritual leadership, discipleship and support to employees and volunteers.

Executive Summary: The Child Bridge organizational model believes that in order to serve foster/adoptive families with quality, consistency and accountability, that each city have a Child Bridge Regional Director who lives in the area.

The Regional Director is the primary leader of the organization in the community, focused on stewarding its mission: recruiting families for foster/adoptive service and developing resources and relationships. The Community Support Coordinator works closely with, and under the leadership of the Regional Director assisting in foster adoptive/family recruiting and providing resources and relationships for foster adoptive families.

The Community Support Coordinator assists the Regional Director to develop, coordinate and execute effective relationship development, communications, and outreach in the following areas: Families, Churches and Partners. Our focus with all constituents takes a two-pronged approach: Recruiting and Equipping foster and adoptive families.

THE ORGANIZATION

The Child Bridge vision is that there is: *“A forever family for every child.”*

The organization’s mission is to *“find and equip foster and adoptive families for Montana children in need.”*

Since we began this work in late 2010 we work to fulfill our vision and mission by partnering with churches of many denominations by building awareness of the need for foster and adoptive families for Montana children. Our efforts not only create awareness but also raise up and support families who are interested in the foster/adoptive journey. Raising awareness also encourages those who can’t foster/adopt to offer supports to others who do.

We began this work in the Flathead Valley, but are now a statewide organization serving children and families in 24 counties from offices in the Flathead, Missoula, Bozeman, Butte, Great Falls and Billings.

In spite of very successful efforts, the ongoing need is significant: Approximately 4,000 children are currently in foster care and there are less than half the homes needed to care for them. Additionally, there are many Montana children who are in permanent legal custody (PLC) of the state and need a permanent family. Many children languish in group homes far too long and statistics for children who “age out” of the system with no family are horrific.

As a faith-based recruiter of foster and adoptive families, our approach has proven unique and effective. Following the successful recruitment and preparation of foster and adoptive families, Child Bridge provides relationships and resources for them as they obtain a foster care license and proactively and on an ongoing basis walks with them to provide the best care possible for children.

To meet the special needs of foster and adopted children, Child Bridge provides families with Resource Groups, education, training and special assistance as needs arise, free of charge.

Child Bridge has a Board of Directors that is made up of community business and child welfare leaders, and has a small operations staff that oversees Programs, Development, and Operations. Child Bridge is funded 100% by private donations and receives no public funding for its work.

More information can be found at the website:
www.childbridgemontana.org

THE POSITION

PRIMARY RESPONSIBILITIES

Under the direction of the Regional Director...

- Inspire people to respond to the call of caring for children who suffer from abuse and neglect.
- Share the vision and mission of Child Bridge with the faith-based community and pastors in particular. Speak from the pulpit and at other public speaking opportunities.
- Be present in church lobbies to talk with interested congregants at church presentations.
- Cultivate relationships and collaboration with congregations, government foster care agencies and other child welfare agencies such as Partnership for Children, Youth Homes, Intermountain, Yellowstone Boys and Girls Ranch, Youth Dynamics, etc.
- Set up and take down Child Bridge displays, such as the Finding A Way Home display (modular display of photos of children in need of permanency) as needed.
- Work with Regional Director to assist with Child Bridge's fundraising efforts in your community.
- Ensure accurate and timely reporting of activities in CRM system (Salesforce).

TASKS, SKILLS REQUIRED, EXPECTATIONS

The Community Support Coordinator comes alongside the Regional Director, supporting his efforts in building the Child Bridge brand in Great Falls and helping steward the mission: recruiting families for foster/adoptive service and developing resources and relationships.

This position develops, coordinates and executes effective communications, relationship development and outreach in the following areas: Families, Churches and Partners. Our focus with all constituents takes a two-pronged approach: Recruiting and Support.

1. **Families:** Child Bridge offers support and guidance to foster and adoptive parents from the decision to begin the journey of foster parenting, to the time a child is placed in the home and continuing up to and beyond a time when a family may choose to adopt. Current supportive programs include monthly resource group training, proactive family support team training and conferences.

The Community Support Coordinator will work with foster/adoptive families in all stages of the recruiting and fostering/adoptive process.

2. Churches: Resources for Churches: Engaging faith communities in finding and supporting homes for foster children is critical. Many faith communities are compelled to meet the needs of children in foster care in their response to biblical teachings and are already established in providing supportive networks for members of their communities.

3. Partners/Advocacy in the Community. Child Bridge seeks to increase and grow partnerships with many child welfare stakeholders. Under the direction of the Regional Director, the Community Support Coordinator will work to assist State of Montana social workers, supervisors, permanency supervisors, etc., in meeting needs of children and families. Child Bridge staff has been asked to assist with leading a section of Keeping Children Safe (KCS) training, sitting on panels, etc. The Community Support Coordinator will also work to successfully continue and grow our existing partnerships with other child welfare stakeholders in the Great Falls Community.

It is the goal of the Community Support Coordinator to assist others as needed to accomplish positive outcomes for children via a model of the highest degree of professionalism, and humility.

- Assist in executing a vibrant foster family recruitment plan. This will require church attendance, Child Bridge booth management in churches or other public venues, managing and speaking at informational sessions, churches and other public speaking opportunities.
- Outreach will focus on efforts to recruit foster families including initial contacts and follow ups. Conversations and assistance to shepherd families through the foster/adoptive process.
- Assist families in the most appropriate path for a family to take based on their interest and needs (foster, foster to adopt, therapeutic foster, child specific adoption, etc.)
- Works with public and private agencies and service providers, therapists, and others who may play a role in the recruitment of families or referrals.
- Enhance essential public and private awareness in the community of the Child Bridge organization and its mission.
- Assist Regional Director with monthly Resource Groups, Family Support Team Training and other educational foster family conferences.

Additional Requirements/Information:

- This position reports to the Regional Director, Great Falls.
- This position involves travel to communities served by the program.
- This position requires a flexible schedule.
- As we partner closely with churches, the position will require working on a Sunday approximately 24 to 30 times a year.
- The position requires working one evening a month (currently the second Monday of every month to set up/host Resource Group. Additional evenings may be required for attending/hosting informational meetings.
- To operate within the values, philosophical and administrative guidelines of Child Bridge.
- To understand and follow all applicable Corporate Policies, Licensing Requirements, Contract Requirements, State Laws and generally accepted professional practices.
- To always operate in the best interest of children and families.
- To show others respect and consideration.
- To seek necessary guidance from others.
- To be a self-starter and able to develop, organize and carry out complex projects
- Set Up/Host/Attend informational (bi-monthly or quarterly) meetings.
- Learn, and consistently update all communication with families in database management system, Salesforce.

QUALIFICATIONS

The Community Support Coordinator of Child Bridge will demonstrate or possess the following:

- A Bachelor's degree in a related field, and/or demonstrated real life experience in business, missions, or non-profit management.
- The ability to speak to various faith communities in the Christian tradition, in Sunday worship services, from the pulpit, in small group settings, and in one-on-one leadership meetings. Working approximately 24-30 Sundays a year is required. Working at least one evening a month is required to set up, manage and host Foster/Adoptive Family Resource Group. Additional evenings may be required for trainings, family meetings, etc.

- Ability and willingness to pray with families, pastors and other constituents.
- A desire for excellence in all things with impeccable personal integrity. Solid moral character, and the highest degree of ethical and thoughtful behavior.
- Demonstrate knowledge of and skills in personal relations specifically related to pastors, congregations, families, child welfare workers and children who have experienced trauma.
- “Heart connection” and experience serving children in need through involvement and leadership in a faith community, in social services, or by having served in a like-minded not-for-profit that deals with issues related to child welfare or mental health, or through significant volunteer leadership.
- Thorough understanding of, and adherence to strict confidentiality requirements. Understanding of the highly sensitive nature of the work of the organization. A signed confidentiality agreement will be a part of the successful applicants hiring package.
- Must be a team player, eager to learn and willing to think outside the box to grow self, the organization and improve outcomes for children in need. Significant and demonstrated experience in being a self-starter, entrepreneurial spirit.
- Lifting required of approximately 50 pounds (monitors for displays, etc.) Ability to assemble and disassemble marketing displays.
- Valid Driver’s License and ability to tow small (5 x 8) trailer. (Trailer transports display materials and equipment for church presentations, set ups, etc.)
- Excellent verbal and written communication skills.
- Highly organized
- Professional appearance
- Strong computer skills including understanding of Microsoft Word, Excel and PowerPoint. Must be willing to learn Salesforce for data management.

PROCESS OF CANDIDACY

For those seeking to explore next steps, please provide a cover letter and resume via email to mammons@childbridgemontana.org