



Mission:
We find and support foster and adoptive families
for waiting children.

Vision:
A forever family for every child.

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Community Outreach and Family Support Coordinator

Location: Each Outreach and Support Coordinator Serves a Specific Geographic Region/City in Montana

Description:

To perform this job successfully, an individual must be able to perform each essential duty 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 is in agreement with, and is 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.

The Outreach and Support Coordinator develops, coordinates and executes effective communications, relationship development and outreach in the following areas: Families, Churches and Partners. As Child Bridge is launched in a new city, the Outreach and Support Coordinator will work closely with the Community Director in a variety of areas, including family recruiting and support as well as building awareness of the Child Bridge mission in the community. As the organization grows in the community and families are recruited, go through training and receive placements, the Outreach and Support Coordinator's position will spend more time in the Family Support role.

1. **Families:** The Outreach and Support Coordinator works with foster/adoptive families in all stages of the recruiting and fostering/adoptive process. For Families, outreach will focus on efforts to assist the Community Director in recruiting foster families including initial contacts and follow ups; support such as conversations to shepherd families through the process, and efforts to enhance essential public and private awareness and support of the Child Bridge organization. Child Bridge supports and encourages families and individuals through all steps of the foster/adoptive care journey. On-going services are free of charge and include: Support for Families: Child Bridge works with families and individuals to provide understanding of the overarching picture of the foster care system; to dismantle myths and false

preconceptions of the foster system; to understand concerns related to foster and adoptive parenting; to understand the rewards of foster parenting; to assist 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.) and to assist in choosing an appropriate licensing agency, providing introductions to the agency and following through on progress. 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 and conferences. The Outreach and Support Coordinator will market and create awareness of Child Bridge services to outside groups and potential referral/partnering sources, and assist in increasing awareness of the Child Bridge mission in the communities in which we serve.

The Outreach and Support Coordinator will assist in increasing valuable, cost effective supports that will strengthen children and families...such as special conferences, online resources and continuing education.

Praying with families in person or on the phone is an essential support.

2. Churches: Resources for Churches: Engaging faith communities in finding and supporting homes for foster children makes sense. 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. As the Child Bridge Outreach and Support Coordinator, you will work with the Community Director to help churches embrace Child Bridge as their domestic orphan ministry partner. On a case by case basis and where appropriate (based on size of church, church interest, etc.), you will work with churches to encourage them to have a Child Bridge lay ministry leader, and help get the ministry up and running in the church. Child Bridge can empower faith based organizations to build collaborative ministries to serve children and families that include respite care opportunities, babysitters, volunteers, family groups, faith community adoption celebrations and dedications. Child Bridge calls this church and Body of Christ partnering, “utilizing the natural infrastructure of the church” to grow awareness of the need for foster/adoptive families and to support families in this effort.

3. Partners/Advocacy in the Community. Child Bridge seeks to increase and grow partnerships with many child welfare stakeholders. The Outreach and Support Coordinator will work to encourage State of Montana social workers, supervisors, permanency supervisors, etc., of the value of partnering with Child Bridge for foster/adoptive family finding. The Operations Coordinator will work to successfully continue and grow partnerships with other child welfare stakeholders such as Partnership for Children, Youth Homes/Dan Fox, Yellowstone Boys and Girls Ranch, Intermountain, etc.

Through successful introductions of quality families to our partners, Child Bridge seeks to humbly and quietly illustrate that families from and supported by, faith communities can successfully create an environment of stability and healing for children in their foster care journey...whether their care needs be temporary, longer term or permanent. It is the goal of the Outreach and Support Coordinator to accomplish positive outcomes for children via a model of the highest degree of professionalism, and humility.

Nature and Scope of the Position

- This position reports to the Community Director.
- This position works with the Community Director, Director of Operations and Executive Director to:
 - (a) Assist in developing, implementing and executing directed components of a vibrant recruitment plan. This requires church attendance, Child Bridge booth management in churches or other public venues, managing and speaking at informational sessions, churches and other public speaking opportunities.
 - (b) Works with potential and licensed foster and adoptive parents assisting them in the foster/adoptive process
 - (c) Works with public and private agencies and service providers, therapists, consultants, and others who may play a role in the recruitment of families or referrals.
- This position serves as a liaison between Child Bridge and partners (such as, but not limited to State of Montana, Partnership for Children, Youth Homes, Yellowstone Boys and Girls Ranch, Intermountain, etc.), coordinating the recruitment efforts of families for the children in need of families who are currently residing in group homes, with temporary placements, etc.
- This position will work with the Child Bridge Community Director, Executive Director and Director of Operations to design campaigns, materials and events that promote Child Bridge in general, and recruits foster families in particular.
- The position will work with social workers in the recruitment of families for child specific long term (ideally permanent placements).
- This position represents Child Bridge by building positive relationships and supporting collaborative efforts with other entities and individuals in the community who are involved with or support work with families and children.
- 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 20 to 28 times a year.
- The position requires working one evening a month to attend or host a Resource Group for foster/adoptive families. Additional evenings may be required for attending/hosting informational meetings.

Duties: Examples of Tasks:

Program Services in your area.

1. Provide ongoing, consistent family support to foster/adoptive families. This is via phone, coffee time, etc. Your focus will be on supporting families who are caring for children who are victims of trauma.
2. Manage multiple monthly foster/adoptive family resource and support groups.

3. Assist in recruiting foster/adoptive families.

(a.) Coordinate all activities with Community Director.

(b.) Set Up/Host/Attend and speak at informational meetings for prospective foster/adoptive families.

(c.) Seek public speaking opportunities to share about Child Bridge. Especially women's ministries, PEO groups, etc.

(d.) Learn and manage email marketing program Constant Contact for communication with families, churches and partners.

(f.) Learn, and consistently update all communication with families in database management system, Donor Snap

4. Assist with Foster/Adoptive Parent Development as needed.

(a.) Guide families to foster/adopt parent training.

(b.) Communicate with and introduce prospective families to the appropriate training/licensing agency.

(c.) Maintain effective contact with active families and maintain contact with potential families.

(d.) Consistently pray with families in person or on the phone.

Responsibilities

- 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 operate in the best interest of children and families at all times
- To show others respect and consideration.
- Promote cross-cultural knowledge and sensitivity in all facets of Child Bridge relationships
- To seek necessary guidance from others.
- To be a self-starter and able to organize and carry out complex projects

Qualifications: Requirements

- Solid moral character. Highest degree of ethical and thoughtful behavior.
- 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.
- A minimum of a bachelor's degree (and/or equivalent experience), prefer degree in business, marketing, communications or social work.

- Ability to relate to children and families of varied cultural and socio-economic backgrounds.
- 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.
- Some lifting may be required
- Assembly and set up/tear down of marketing displays
- Demonstrate knowledge of and skills in
 - Personal relations specifically related to families, children who have experienced trauma and child welfare workers
 - Communication
 - Marketing
 - Social media
 - Public relations
 - Written and oral communication
 - Planning/superior organizational skills
 - Networking
 - Computer skills and ability to learn new programs