



abiding Care

FAMILY SUPPORT COORDINATOR JOB DESCRIPTION

Objectives of the position: To head up and provide oversight to a team of volunteers who help provide an established but growing program that assists families in need of parenting and life skill classes, while earning items they need for their baby.

Reports to: The Executive Director

Status: Part-time (21 hrs/week)

Minimum Qualifications:

- Have a personal and growing relationship with Christ as Lord and Savior
- Hold a biblical view of the sanctity of life (100% pro-life) and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Have computer skills
- Be a parent with a biblical concept of parenting
- Be able to keep good records and be organized
- Have the leadership qualities and humility needed to lead a team of volunteers
- Be able to respect and keep information confidential
- Have a warm, nurturing disposition, but be able to be firm when needed
- Be able to work with a diverse group of clients, backgrounds, etc. without judgement
- Have a strong desire to help parents thrive
- Be self-motivated, dependable, responsible and committed to the pregnancy center ministry (and have reliable transportation)
- Be willing to learn, train and grow
- Be willing to be part of a team and work to keep center unity

Preferred Qualifications:

- High school diploma
- Background in Childhood Education, Social Work, Counseling or another related field would be a plus, but not necessary

Essential Functions:

1. Oversight and Training of Volunteers

- Learn the curriculum, keep it updated, flag topics that don't align with center values
- Train new volunteers in their positions
- Work with Director of Operations (DOO) to maintain volunteer schedule and adequate coverage
- Provide regular oversight and training of volunteers, especially mentors

2. Intake and Educator

- Perform an intake appointment with new clients, assign to a mentor, enter info into system
- Fill in as Educator as needed, or with more difficult cases
- Work with Social Workers to coordinate referrals and success strategies
- Know value to point ratios, update paperwork as needed

3. Administrative

- Work with Executive Director to establish a yearly budget for the program
- Order and update curriculum as needed/required
- Work with mentors to make sure client records are up-to-date, audit as needed
- Answer incoming communications from prospective clients
- Keep any paperwork up to date, including any policy and procedures

4. Referral Coordination

- Learn about and meet with as many of the other agencies in our communities that offer services that our clients could benefit from
- Keep the referral book updated and current
- Meet with clients to address any additional services or help needed

5. Miscellaneous

- Attend trainings, conferences, and participate in continuing education as required by Executive Director
- Work with DOO and volunteers to keep meeting rooms and play areas clean and sanitized, along with understanding the running of the baby boutique

Last Modified: 02/22/24

Prepared By: Carrie Kraucyk, Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Abiding Care. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Abiding Care.
2. It does not constitute an employment contract with Abiding Care.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Abiding Care.

I understand and agree that my employment with Abiding Care is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File