

Job Description | FLBC Community Coordinator

The FLBC Community Coordinator is responsible for developing relationships through our programs within our community. The Community Coordinator will use the FLBC Client Needs Assessment to identify needs and develop plans for individuals we are serving. The duties of the FLBC Community Coordinator will include working directly with the Executive Director to plan and manage program events/ongoing functions.

Our community is made up of many different people that exist within the Child Welfare System. We serve families that are planning to foster or adopt, those who are currently fostering (licensed foster parents/kinship/fictive), children without placement and those who want to serve. The Community Coordinator must have a heart for the foster community, should be able to work with many different personalities and be able to assist those coming from hard places.

Community Coordinator Responsibilities:

- Develops relationships within the foster community (children, foster families, caseworkers and volunteers). Completes FLBC Needs Assessment with individuals to evaluate needs and determine next steps. Makes referrals based on identified needs.
- Reports to/works with the Executive Director in the planning and administering of programs
- Under the direction of the Executive Director, the Community Coordinator will manage interns/work-study, including BSW & MSW practicum students. Using campus provided resources, Community Coordinator will lead the interns in training targets and overall implementation of practicum experience. Delegates/supervises interns/work-study students on a daily basis.
- Under the direction of ED, leads program initiatives involving the foster community such as Childcare Collaboration, Foster Support Group, Parent Coaching, Trauma Informed Coaching and CWOP Life Skills classes etc.
- Tracks/reports available resources both within FLBC and throughout the community to connect clients.
- Tracks and reports recorded client data for future program development and grant purposes.
- Works with the Executive Director in developing program awareness through social media, quarterly newsletters, contact with CPAs/CPS and presentation materials.
- Responds to emails and answering calls appropriately.
- Contributes to staff meetings including program updates and plans.
- Creates reporting as may be required from time-to-time.
- Other duties as assigned.
- Must have flexibility in scheduling, as needed.
- Is a kind and familiar face at the Foster Love House each day helping children without placement, families, caseworkers, volunteers and donors that come to the house.

Full-time (36-40 hours per week) MSW Preferred.

Current Benefits Include:

Pay Varies based on qualifications (\$41,396 - \$46,697)

PTO, paid holidays, annual healthcare stipend