

## **Job Description**

# **Program Director for Covenant to Care for Foster Families**

A Program of the Cape Cod Council of Churches, Inc.

**POSITION TITLE:** Program Director, Covenant to Care for Foster Families

**PURPOSE OF POSITION:** Direct and implement the mission of Covenant to Care, which exists to create partnerships between local foster care families, Cape and Islands faith communities and the broader Cape and Islands community to support foster families and the children in their care. Covenant to Care for Foster Families (CCFF) is a collaboration between the Cape Cod Council of Churches and the Cape and Islands Department of Children and Families (DCF).

### **QUALIFICATIONS REQUIRED:**

- Support for the mission of the Cape Cod Council of Churches and its Covenant to Care for Foster Families Program
- Demonstrated experience working with and coordinating services among diverse groups of people: volunteers and clients, youth and adults, partnering agency workers (DCF and Mentor) and congregants
- Knowledge of issues related to foster care and adoption, including: low income, food insecurity, substance abuse and youth homelessness
- Non Profit Management experience
- Proven strong written, verbal and interpersonal communication skills
- Proven ability to work independently and complete tasks in a timely manner. Flexibility to work remotely and on site as necessary
- Satisfactory CORI Check
- Valid Massachusetts driver's license and access to transportation as necessary
- Ability to manage stairs may be necessary on occasion

**HOURS REQUIRED:** 15 hours/week. This position is dependent on designated program funding

### **KEY RESPONSIBILITIES:**

Serve as a resource to congregation liaisons, and as an intermediary between DCF, Mentor and liaisons.

- Educate congregations and other community groups about Covenant to Care for Foster Families. Note, this may include onsite visits
- Work with DCF and Mentor to link foster families with liaisons. Note, this may require home visits on occasion with prior approval from DCF and/or Mentor
- Train, nurture, support and retain existing CCFF congregations and liaisons
- Consult with liaisons to provide support and educate about appropriate interactions with foster families. Facilitate and coordinate liaison training quarterly or as needed
- Consult with DCF and Mentor for procedural and policy clarifications and expectations
- Manage requests for and distribution of financial assistance for foster youth's extracurricular needs and enrichment opportunities
- Write all necessary reports for DCF, Mentor and the Council's Board of Directors

#### Manage Clients, Professional Colleagues and Volunteers

- Create and maintain a positive environment for foster families, DCF and Mentor staff and volunteers
- Maintain flexibility in order to respond to changing needs of foster families and fluctuating resources
- Establish and maintain clear expectations and observe rules according to the Council of Churches By Laws, Policies & Procedures and DCF standards
- Manage CCFF Advisory Committee and Fostering a Dream fundraising volunteers and fundraising activities

#### Communication

- Work in collaboration with members of faith communities, DCF and Mentor staff, foster families and Cape Cod Council of Churches staff
- Organize and Maintain finances and reports
- Write grant applications and all grant reports as necessary
- Attend Council Staff Meetings, Annual Assembly and major fundraising events
- Report to the Executive Director of the Cape Cod Council of Churches

Perform Other Related Appropriate Duties as directed by the Executive Director