



The CALL in Pulaski County

Foster and Adoption Support Coordinator

(40 Hours per week)

Job Responsibilities

- Serve as a point of contact for open foster and adoptive families, both pre-and post
- Coach and support families through the adoption process
- Send adoption gifts and 1 yr adoption anniversary cards
- Schedule and manage consistent support for resource families
- Work with the Church Partnership Coordinator for support opportunities
- Assist with post-foster and adoption support and celebration
- Manage support events and contacts in the database system, website, social media, and event pages
- Increase knowledge of DCFS policies, procedures, and available community resources
- Attend monthly DCFS meetings with staff to address family needs and issues
- Research and communicate continuing education opportunities for families
- Planning and execution of annual family retreat (if applicable) and other support events
- Attend and actively participate in monthly Advisory Council meetings
- Inform churches when a home officially opens
- Return email or phone communication within 24 hours
- Maintain confidentiality of children and families
- Assist with day-to-day operations including office hours of Support Center
- Update and maintain contacts and data in the database including monthly reports, processes, and contact information
- Attend and participate in statewide meetings, leadership councils, and conferences
- Work closely with the County Coordinator to ensure families feel well-supported
- Inform families of upcoming events

Qualifications:

- Possess excellent organizational, people, and communication skills
- Devote an average of 40 hours per week to the role
- Have previous foster care experience or knowledge a plus
- Be an encouragement to volunteers, families, and DCFS staff
- Be a team player and have the ability to work independently
- Be able to think creatively to find solutions to problems
- Feel called to this position and be passionate about The CALL's mission- to educate, equip, and encourage the Christian church community to provide a future and hope for children in Arkansas foster care.
- Be proficient in using Microsoft Word, Excel, PowerPoint, and email communications
- Ascribe to the Statement of Faith
- Provide a pastoral reference