

**Miracle Hill Ministries**  
**Job Posting**

Date: January 12, 2017

Job Posting: FT Foster Care Care Coordinator

Location: Foster Care, Greenville, SC

FLSA: Salaried/Exempt

Reports to: Director/Care Coordinator Supervisor

Date Job Available: Immediately

Job Posting # 2400-1

Basic Job Description:

**Summary/Purpose of Position:**

Coordinate and Supervise care coordination, case planning, individual service activity and required documentation for assigned foster families and children.

**Essential Duties and Responsibilities:**

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.

- A. Conduct Intake and Discharge Procedures for foster children.
- B. Monitor adjustment, well-being and progress of children in placement on your caseload.
- C. Meet with children and foster parents at least once face to face each month and contact regularly as needed to advocate for and assist children with placement issues, behaviors, plan of care goals, and progress.
- D. Ensures that Foster parents are meeting all licensing and contract regulations.
- E. Conduct staffings with participating agencies, staff, youth, and families as required for service delivery.
- F. Ensure Family involvement, visitation with the child/youth's family of origin, unless prohibited by the court.
- G. Miracle Hill agency liaison with the referring agencies, local schools, community resources and providers. This includes a working relationship with SCDSS caseworkers, Guardian ad Litem, Therapists, Mentors, Biological families and relatives.
- H. Complete Documentation and update before deadlines including care plans, progress information and maintain child files as required by agency and regulatory standards (Safety plans, Individual Service Plans, progress notes and other required documentation for the child's file).
- I. Adherence to all regulatory standards and Miracle Hill Ministries policies.
- J. Prepare critical incident reports and submit them to DSS staff.
- K. Will be assigned rotation in on-call rotation and will respond to crises or emergency situations. Assistance with the crisis situation may require a face to face home visit.
- L. Advocate for children and assist children and foster parents with behavior interventions, placement stability and success for youth.
- M. Assist with investigating allegations of abuse/neglect relating to MH foster parents as requested by Director.
- N. Assist in goal achievement for individual service plans.

- O. Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry.
- P. Other duties as assigned by the supervisor.

**Supervisory Responsibilities:**

This position has responsibility for supervising foster parents and their license.

**Qualifications:**

- A. Education or equivalent experience: A Master's degree in social work or other related areas of study and one year of experience working with the population served; or a Bachelor's degree in social work or other related areas of study and two years of experience working with the population served. Closely related fields acceptable in meeting these qualifications include social work, counseling, psychology, sociology, criminal justice and recreational therapy.
- B. Specialized training required: CPR/First Aid, Behavior intervention, medication administration training, trauma informed training, prudent parenting training. Provided by Miracle Hill upon hire if not current.
- C. Other: Ability to deal with highly stressful situations and persons who may be stressed. Ability to exercise judgment and discretion in interpreting and applying various procedures and guidelines. Training in providing services to children/youth exhibiting medical, developmental and/or behavior problems and in supervisory role of those caring for children.

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on guests or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.

- Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
- Respect the sanctity of life from conception until death in God's timing.

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.