

Miracle Hill Ministries
Internal Job Posting

Date: June 21, 2017

Job Posting: FT Care Coordinator
Location: Miracle Hill Boys' Shelter, Greenville, SC
FLSA: Salaried/ Exempt
Reports to: Director- Boy's Shelter
Date Job Available: Immediately

Job Posting # 2560-3

Basic Job Description:

Summary/Purpose of Position: The Care Coordinator is responsible for providing support to the Miracle Hill residential program related to intake processes and case management responsibilities.

Essential Duties and Responsibilities:

- I. Coordination of intake processes for young men's ministries
 - A. Serve as the primary liaison with SC DSS related to requests for placement in young men's ministry facilities.
 - B. Respond to placement request phone calls. Gather information related to placement requests to allow for decision. Process resident admissions and do any required follow-up to gather necessary information from case workers and other interested parties to assure comprehensive care is provided.
 - C. Maintain accurate documentation in all files, accountability records, and forms.

- II. Care Coordination and Case Management for assigned caseload
 - A. Oversee intake, assessment, ongoing care, and discharge planning to ensure that all assigned youth are treated with dignity and respect, receive appropriate intervention and support while in our care, and have appropriate aftercare and support through the transition out of care.
 - B. Will assist the program manager in ensuring budgeted intake goals are met.
 - C. Oversee care coordination with preparing and monitoring the Comprehensive Care Plans as well as monthly documentation.
 - D. Will work with the referring organization to ensure family engagement is provided to children in our care.
 - E. Develop and maintain relationships with DSS and other referral agencies that may provide services necessary to properly meet the needs of guests.
 - F. Work with other assigned staff to ensure all necessary documentation is completed and filed for each resident.
 - G. Maintain files in such a manner that the program is always prepared for regulatory inspections.
 - H. Ensure progress toward established programmatic outcomes including maintenance and reporting of data detailing the program's achievement of established contract goals.

III. Supervisory and On-Call Responsibilities

- A. Provide on-call support to the program manager including participation in the on-call rotation, coverage of vacations, etc.
- B. Coach and lead staff in the use of TCI, CARE, and other applicable child care principles.
- C. Ensure good stewardship in the use of all resources available to the Ministry.

IV. Other Duties

- A. As necessary, represent Miracle Hill Ministries before governmental entities, contributors and the general public through tours, speaking engagements, and public forums.
- B. Other duties as may be assigned by supervisor.

Qualifications:

- A. Education or equivalent experience: Master's degree in social work or other related areas of study and one year of experience in the management or supervision of child care personnel, a child care program and/or a closely related field; or a Bachelor's degree in social work or other related areas of study and two years of experience in the management or supervision of child care personnel, a child care program or a closely related field. Closely related fields acceptable in meeting these qualifications include social work, counseling, psychology, sociology, criminal justice and recreational therapy.
- B. License/Certification: Certification in applicable behavioral support and program models within one year of hire.
- C. Other: Will have satisfactory criminal history and background check determination. (Child Abuse and Neglect Central Registry check, Sex Offenders Registry check, Motor Vehicle Registration check and a satisfactory determination or preliminary records check application.) Excellent oral and written communication skills. Excellent interpersonal and organizational skills. Knowledge of best practice in residential care preferred. Experience working as a member of a collaborative team.

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 times. 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 to complete the online employment application.