

Miracle Hill Ministries
Internal Job Posting

Date: August 1, 2017

Job Posting: FT Placement Coordinator

Location: Miracle Hill Foster Care, Greenville, SC

FLSA: Salaried/ Exempt

Reports to: Director, Foster Care

Date Job Available: Immediately

Job Posting # 2600-6

Basic Job Description:

Summary/Purpose of Position: The Miracle Hill Ministries Placement Coordinator is responsible for the coordination and placement of children into MHM foster homes, upon referral from the SCDSS. The MHM PC will receive requests from SCDSS for placement needs, and will review the available MHM foster homes, making recommendations that are in the best interest of the child/ren to be placed.

Essential Duties and Responsibilities:

- A. Receive and record referral information from SCDSS regarding children who require a foster care placement.
- B. Assess information regarding children and use critical thinking in considering placement options (Foster Families will be considered outside of their specified interests).
- C. Discuss placement options with SCDSS and contact the selected family to determine their availability / interest.
- D. Advise SCDSS of family's response and give contact information, if family is willing and available to provide care for the child/ren.
- E. Complete the placement meeting with the SCDSS caseworker, foster parent and foster child. Will complete all required documentation necessary for the placement meeting.
- F. Notify the FH Licensing specialist and Care Coordinator of the placement with their family, as appropriate.
- G. Update KaleidaCare, and prepare and maintain monthly placement data as requested by supervisor.
- H. Will complete all required documentation for intake consistent with all regulatory requirements. Placement coordinator will maintain compliance for intake documentation in child files. Coordinator will complete peer reviews of files for compliance with regulatory requirements.
- I. Participate in staffings with the Children's Home staff and Boys' home staff to assist with identification of placement for these children.
- J. Participate in workgroups and trainings, as appropriate.
- K. Rotate within the On Call Schedule.
- L. Maintain a coordinated listing of full-time placements and respite placements.
- M. Provide a weekly operations summary to the Director of foster care and VP of Children's Ministry.
- N. Meet placement goals set by leadership of program.
- O. Responsible for networking with referral agencies and market to the placement hubs. Will maintain an open bed report for referral agencies.
- P. Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry.
- Q. Other duties as assigned by the supervisor.

Qualifications:

- A. Education or equivalent experience: 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. License/Certification: South Carolina Certified Adoption Specialist required within 6 months.
- D. 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. Experience working as a member of a collaborative team. Hours are flexible to meet the needs of guests and families served and to accommodate needs of the program and church related activities.

Religious:

- A. Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- B. Agree without reservation with the Doctrinal Statement of the ministry.
- C. 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.
- D. Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- E. Demonstrate spiritual maturity commensurate with the requirements of your position.
- F. 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:
 - 1. Abstain from the use of illegal drugs or the inappropriate use of medication.
 - 2. 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).
 - 3. Relationships, particularly with the opposite sex, are above reproach.
 - 4. Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
 - 5. 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.