

**Job Title:** Foster & Adoption Lead  
**Reports to:** Senior Director of Community Ministry & Operations  
**Classification:** Exempt  
**Status:** Full-Time

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## SUMMARY

In conjunction with the Foster & Adoption Director, the Foster & Adoption Lead serves as the contact person for fostering and adoptive matters. S/he focuses on the improvement of fostering and adoptive families physical, cognitive, or emotional well-being. S/he plans, develops, implements, and analyzes community relations and events regarding fostering and adoptive families.

## ESSENTIAL FUNCTIONS

- Plans, organizes, directs, and provides supportive services and educational resources for fostering and adoptive families, including sessions for pastoral care and counseling, crisis intervention, parenting skills, and mentoring
- Recruits, develops, equips, and supervises volunteer leaders
- Provides care and support for Outreach partners
- Provides workshops and training (e.g., TBRI training) on fostering and adoptive matters for staff, other church ministries, schools, group homes, juvenile residential facilities, courts, survivors, etc.
- Creates, coordinates, and executes respite opportunities for fostering and adoptive families
- Assesses needs and provides resources for fostering and adoptive families
- Builds rapport with fostering and adoptive families
- Builds, maintains relationships, and collaborates with other relevant community professionals, programs, ministries, and organizations
- Performs other related duties as assigned

## REQUIREMENTS, SKILLS, AND EXPERIENCE

### Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

### Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

## Professional

- Bachelor's degree, preferably in related field
- Five years of related experience with foster and adoptive matters
- Knowledge of foster care and adoption principles, practices, and resources
- Excellent organizational, communication, leadership, and interpersonal skills – especially with groups
- Ability to work with people of diverse economic, linguistic, and cultural backgrounds
- Ability to develop and maintain strong relationships
- Excellent skills related to social perceptiveness and active listening.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism
- Ability to maintain a high level of confidentiality
- Proficient in the use of software applications
- Ability to work independently and collaborate as part of a team
- Effective time and project management skills

## TIME COMMITMENT

40 hours per week – occasionally, evenings and weekends

## SUPERVISORY RESPONSIBILITY

No direct reports

## PHYSICAL DEMANDS

This job requires the ability to speak, hear, sit, and bend. Prolonged periods of sitting at a desk and working on a computer. May be required to stand for extended periods to facilitate trainings.

## WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers/printers.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_