



Family Support Coordinator

The Organization:

DC127 is a local initiative that unites churches around the foster care system in Washington, DC. We recruit and support foster and adoptive homes and empower churches to care for vulnerable families who are at risk of being separated by foster care.

The Position:

Our Family Support Coordinator works directly with families and volunteers to coordinate and oversee Communities for Families teams. The Family Support Coordinator must have an MSW degree (license not required), enjoy working in a fast-paced environment, and have experience serving vulnerable families. Evening and weekend work is often needed, and DC127 provides flex time to cover hours worked outside of the normal work day. This position is full time with a starting salary range of \$52,000-\$55,000 depending on experience. Benefits include health insurance, dental insurance, and contributions towards retirement funds.

Responsibilities:

1. Form new volunteer teams that serve families within Communities for Families' target population:
 - a. Work with the Director of Programs to identify and continue relationships with strategic partners,
 - b. Manage family referrals, conduct family intakes and assess for fit for the program,
 - c. Conduct home assessments for volunteer Host Homes,
 - d. Give regular volunteer trainings with the Director of Programs,
 - e. Match families with a volunteer support team, assessing for fit and specific needs.
2. Oversee and support 7-9 active volunteer teams at a time:
 - a. Conduct first month team meetings,
 - b. Provide direct oversight to volunteer Community Coaches, including holding quarterly Coach Happy Hours,
 - c. Manage DC127's on-call calendar and processes.
3. Work with the DC127 team to evaluate and assess the program's success in meeting goals around number of families served and effectiveness in preventing children from entering foster care and supporting families.
 - a. Work with the Director of Programs to ensure DC127 empowers volunteers well to serve DC's families. This includes initiating supplemental trainings and helping with the production of a monthly volunteer e-newsletter.
 - b. Work with the Programs Coordinator towards strategic volunteer recruitment to serve more families.
 - c. Assist with program data reporting and evaluation
 - d. Be part of the DC127 team, assisting with operations, events, and communications, being dedicated to moving our overall mission forward.

Qualifications:

- Strong commitment to Christ
- Master's in Social Work required
- Strong commitment to the stability of families
- Knowledge of child welfare systems
- Experience working with children and families and ability to serve families with empathy and solidarity
- Experience working with volunteers and ability to motivate and empower volunteers
- Strong written and verbal communication skills and ability to inspire and encourage others
- Enjoys working as part of a committed team
- Able to work evenings and weekends, comparable flex time is given
- Proficiency in Microsoft Office, experience in Salesforce is a plus
- Successful completion of background checks and driving record is required upon hire (driver's license required)

If interested, please email your resume and cover letter to info@dc127.org with the job title in the subject line.