



## Position: Foster Care Coordinator

Reports to: Central Missions Pastor

Job Location: Central

Position Type: Full-Time

Summary of Position: The Foster Care Coordinator is primarily responsible for leading Biltmore Church to shepherd foster & adoptive families, providing resources and systems of support for campuses to care well for foster families, & assisting members who are seeking licensure. This role serves as both a ministry builder and shepherd, helping our church live out the gospel by caring for vulnerable children and families.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures.
- Highly organized, team-player, fast learner, committed to excellence
- Prior experience working with foster care is preferred

### Essential Responsibilities

- Works with campus teams to build gospel-driven systems of care and resourcing for foster families who attend Biltmore Church.
- Research and implement trainings for families, volunteers, and staff members surrounding foster care and adoption.
- Oversee and manage the foster care budget and foster care closet.
- Recruit and oversee foster care champions at each campus to serve as liaisons between foster & adoptive families and Biltmore Church.
- Fields interest calls and guides church members to next steps in the foster care/adoption process.
- Update ROCK with Foster families and volunteers (background checks), interest connections, and family surveys.
- Provides leadership for monthly support groups for foster parents, parents of foster children, and churchwide interest meetings.
- Coordinates support as needed for families (care packages, meals, gift cards, clothing, prayer requests)