

Care Coordinator: Position Profile

The role of the Care Coordinator is to ensure that anyone requesting help with a need, whether it be spiritual, financial, emotional, relational, or physical, be provided access to the best possible care. The right person for this job will have a genuine compassion for people along with the relational skills and administrative capacity to develop pathways and processes for helping people.

Position Objectives:

The primary objectives of this role is to extend the love and care of Jesus to people in need by developing resources within our church and connections within our community. More specifically, you would...

- Oversee the Care Form process
- Serve as a staff representative on the Mercy Team
- Develop and deploy a 1 to 1 Care Team
- Assist the Adult Ministry Pastor in creating, staffing, and offering Care Groups
- Partner with staff to ensure that shepherding care is effectively and appropriately pressed down and out to staff, elders, and small group leaders
- Network with various agencies, organizations, foundations, and ministries in the community to develop lists of available resources and possible partnerships
- Other duties as necessary that pertain to care at Covenant Church

This position is part time at 15-20 hours/week. Hours will be flexible as needed with the exception of attending staff or ministry team meetings. The position will report directly to the Executive Pastor.

Qualifications and Competencies:

Member or willing to pursue membership at Covenant Church; able to develop and manage process queues; recruit and equip people for roles in providing tangible expression of care and support; possess a sense of personal security in Christ that manifests as maturity, trustworthiness, humility, and passion; technologically competent.