

<b>Position</b>	Care Coordinator <i>Resources, Refuge, &amp; Prayer</i>	<b>Date</b>	October 2018
<b>Status</b>	PT (20+ hrs) Hourly Coordinator		

<b>Requirements</b>	
<b>Experience:</b>	Project coordination, computer skills, database management, organizing & communicating information, administrative support. Must be able to lift (10-15 lbs) along with repetitive lifting, bending, reaching, walking and standing for several consecutive hours in a week. Experience in assessment and referral a plus.
<b>Education:</b>	High School Diploma equivalent required, post-hiring Covenant Partnership
<b>Natural Talents:</b>	Attention to Detail, Computer Aptitude, Synthesizing Information, Organizing Materials, Work Independently, Working with Others.
<b>Spiritual Gifts:</b>	Administration, Compassion, Helps, Hospitality, Discernment

<b>Responsibilities</b>	<b>% Time</b>
<b>Care Administration Support</b>	<b>56%</b>
Provide administrative support (room reservations, design materials, registration, scheduling, communication, data base entry, record keeping, phone calls, immediate one-time needs (food, gas, money), food purchases, etc.) for all care ministries. Provide on-site coordination of events/gatherings/trainings as needed for ministries. Assist with recruiting, scheduling and coordination of volunteers with assigned ministry projects such as Project Home, Operation Joy, etc.	
<b>Funerals</b>	<b>2%</b>
Provide administrative support for WHC families who have lost someone. Manage room reservations, check requests, designing program, scheduling needed HR for funeral services (pastor, facilities, etc) coordinate food for reception, provide on-site coordination for the funeral services, and other duties as assigned.	
<b>Support Group Ministries</b>	<b>40%</b>
Provide on-site coordination of events/gatherings/trainings for Refuge ministries. Providing hospitality support (food, drinks, welcoming environment, collection of money, set up, clean up, etc.)	
<b>General</b>	<b>2%</b>
Participate as an active member of the church staff, attending meetings, maintaining internal communications and paperwork and responding to questions as needed.	

<b>Relationships</b>
<ul style="list-style-type: none"> <li>Supervised by Care Associate Pastor</li> <li>Work as a team member on Care Team</li> </ul>