



Foster Family Support Network (FFSN) Associate Manager – Full-time

Reports to: 1HOPE FFSN Manager

General Description:

The Foster Family Support Network (FFSN) Associate Manager works in partnership with the organizations FFSN Manager and volunteer team to ensure that the annual FFSN Operational Plan laid out by the 1HOPE board of directors in partnership with Kenosha County DCFS & CIP is brought to fruition. The FFSN Associate Manager works in close partnership with FFSN Partner Church Pastors, Church Ministry Leaders (CML's) and Family Advocates to ensure partners are supported in their efforts to start/enhance their Foster Family Support Network alongside the broader community.

The areas of responsibility for this role is broad and thus requires thorough knowledge of various organization processes. The ideal candidate must be competent and able to mentor, coach, equip, and train our partners to advance this work. He/She must be an excellent leader who values teamwork and collaboration to ensure the organizations long-term success.

General Responsibilities:

- Meets the program metrics and achieves the goals outlined in partnership with Kenosha County Division of Children & Family Services (DCFS) & Community Impact Programs (CI) along with other duties as assigned.
- Work with the FFSN Manager in the advancement of the annual Operations Plan for the FFSN and ensure that objectives and goals are met
- Work in collaboration with the 1HOPE Church Network to establish the 1HOPE FFSN within their congregations
- Build relationships with the CML identified by the Pastor and ensure they receive training and support as they begin to identify FA's within their church
- Ensure churches have the tools and resources needed to promote the 1HOPE FFSN to their congregation through the 1HOPE FFSN Toolkit
- Work closely with the CML to schedule foster parent recruitment dates for the church in partnership with CIP
- Connect with churches who aren't in the 1HOPE Network when foster families are identified through their intake forms as being a church member at a church not yet in the 1HOPE FFSN to share about the opportunity
- Develop tools and coaching to support the work of the FFSN Leaders
- Expanding overall community volunteer base to support all foster families in Kenosha County
- Ensure all volunteers are up-to-date on trainings and background checks
- Monitor FA monthly / weekly reporting and work in partnership with the CML's to ensure volunteer teams are being utilized



- Manage or function as a CML for volunteers who are not directly affiliated with a local Church
- Oversee community partnerships and community event opportunities for foster families (i.e., Diaper Depot & More)
- Oversee and manage volunteer team supporting in 1HOPE sponsored diaper drives
- Onboarding incoming foster families and placement to the appropriate supporting Church
- Placement of volunteers to appropriate Church for CML to assign to teams to best support each foster family
- Ensure that all incoming foster families are verified as a licensed Kenosha County licensed foster home with DCFS/KHDS

Qualifications:

- High School Diploma with some college course work. Associate or Bachelor degree preferred
- Successfully pass the Wisconsin Caregiver Background Check
- Experience in training and leadership development with a proven track-record for meeting goals and objectives
- Excellent oral and written communication skills
- Enjoy meeting new people and working with diverse collaborative teams
- Has established relationships with Kenosha County Nonprofit Organizations and community-based associations
- Proficient in Word, Excel, Outlook, and PowerPoint
- Valid driver license and ability to drive self to meetings



Competencies:

The knowledge skills and personal attributes needed to attain the results expected from a top Foster Family Support Network Manager:

Service – Volunteers and partners recommend us to others

- Treats internal and external volunteers, vendors as partners
- Identifies team needs and addresses them
- Identifies and acts on ways to add value
- Identifies and acts on opportunities to expand the relationship
- Is responsive to the organizations needs

Lifelong Learning – Training and Continued Education

- Continually builds own knowledge and expertise as well as opportunities provided by the organization
- Is open to new ways of doing things
- Offers to coach/assist others with less experience
- When problems arise, shares expertise to help resolve the issue
- Makes self-accessible for questions even when under stress

Integrity and Ethics – Do the right thing

- Makes decisions and acts with the organizations long term interest in mind
- Acts with integrity, maintaining the highest ethical standards
- Is flexible and changes quickly based on the organizations changing needs

Attention to Detail

- Thoroughness in accomplishing tasks for concern in all area's involved, no matter how small
- Monitors and checks work or information and plans and organizes time and resources efficiently even under the pressure of multiple demands

Team Player

- Works cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively
- Leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project
- Knows when to lead and when to follow
- Reinforces the team concept through all actions