

## Family Coach Supervisor

<b>Department</b>	Safe Families for Children – AK
<b>Reports to</b>	Executive Director
<b>Location</b>	Various Locations throughout Alaska
<b>Classification</b>	Non-Exempt
<b>Status</b>	Part-Time 10-15 hours per week
<b>Revision Date</b>	9.1.22

### Position Summary

The Family Coach Supervisor works closely with placing parents, volunteers, and churches to oversee all Safe Families placements.

### Supervisor Responsibilities

Recruit, train and supervise volunteer family coaches

### Essential Functions

Complete intake calls to check for suitability to assist through SFFC AK

Make referrals to other assisting local organizations if SFFC AK cannot assist caller

Match placing child with host family

Process Host Family Applications (Reference calls, complete home evaluation)

Train Host Families, Family Coaches, and Ministry Leads

Oversee placements, volunteers, and family coaches

Outreach and communication with churches

Support Ministry Leads

### Skills and Abilities

Ability to work flexibly and be on-call for families in crisis

Ability to work both independently and with a team

Familiarity with the Christian faith community

Ability to work rotating weekend Helpline shifts when on call/scheduled

Ability to pass safety background check

Valid Driver's license and insurance with clean driving record

### **Education and Experience**

Preferred Bachelor's Degree in Social Work or equivalent field (psychology, social work, counseling) or equivalent experience in foster care, adoption support or family support services provision

Experience in the use of Microsoft office suite and exploration of technology including project management software, meeting platforms (Zoom, Teams), webinar and video conferencing tools, and social media channels