



JOB TITLE: CarePortal Specialist
REPORTS TO: State Director
POSITION: Full-time
LOCATION: North Georgia Regions (May also include some development statewide)

OVERVIEW

The Promise vision is to fulfill the promise that “God sets the lonely into families” (Psalm 68:6). Promise mobilizes church communities in order to meet three goals: (1) prevent children from coming into the foster care system, (2) intervene when children enter the system, and (3) connect children and families when children are in need of a permanent home. The Promise model hinges on developing strong Family Advocacy Ministries (FAMs) in local churches to accomplish this work. The Promise staff works diligently to guide these FAMs to success and to give them the best resources available to maximize impact.

POSITION SUMMARY

The CarePortal Specialist is a supportive role to the State Director, Area Directors, and FAM Specialists. They are responsible for assisting with the recruiting, implementation, and support of the CarePortal platform in their designated area. This support will include recruiting, onboarding, training, and relational cultivation of all churches, agencies, and community partners. They will facilitate and manage meaningful collaboration and connections across the network platform.

Support and assist the Promise686 FAM and CarePortal teams

- Assist the State Director, Area Directors, and FAM Specialist with all CarePortal specific operations
- Support FAM Specialist with church recruitment, onboarding, and Point Person training
- Work with Area Directors to assess health and growth strategies for churches and counties
- Develop a mastery of the CarePortal and Promise Serves database and technology platforms
- Assist the team with the Area Growth Strategies expansion efforts across the state

Develop and support church and volunteer ministry leaders

- Act as a liaison between church partners and requesting agencies for a smooth operation of the platform
- Recruit churches to engage in meeting physical needs through CarePortal
- Equip and support churches in their use of the CarePortal technology platform
- Assist the FAM Specialist in working with churches to expand and cultivate new FAM tools
- Assist with organizing and leading regular church leader trainings and community gatherings
- Assist with monitoring the growth, development, and overall health of the church’s involvement

Develop and support requesting agencies

- Identify state and private agencies for possible CarePortal partnerships to grow the capacity of both CarePortal and FAMs
- Recruit, train, and support requesting agencies and facilitate enrollment and onboarding
- Review and gather current county data for determining trends and strategies
- Create a schedule for assessment and ongoing cultivation of all requesting agencies
- Plan and implement the Area Growth Strategies protocol steps for all new county launches

Collaboration with CarePortal Staff and national network

- Participate in regular training and collaboration opportunities provided by CarePortal
- Stay up-to-date with all changes and advancements with the CarePortal platform and communicate these updates to the FAM Specialists and team
- Assist and support the team with reporting and troubleshooting any issues and challenges

GENERAL QUALIFICATIONS

- Committed to following Jesus and mobilizing others to serve His Kingdom
- Passionate about empowering local churches to care for children and families in crisis
- Dedicated to Promise686's Mission and Core Values
- Clear sense of calling to this role in this organization
- Demonstrated record of operational effectiveness achieved through collaboration
- Able to communicate across diverse audiences with clarity and humility
- Strong bridge builder and contributor in team environments
- Strong time management and organizational skills
- Willingness to give and receive feedback, direction and work in a team environment
- Minimum of 2 years' experience working for a church or community development
- Willingness to learn and keep up with the continuous improvements of all technologies.

WORK ENVIRONMENT

- Manage a multi-regional effort
- Regular travel within counties of responsibility
- Occasional travel for national events and training
- Valid driver's license and active, up-to-date liability insurance

The above description is not intended to be comprehensive, but rather a focused list of priorities. This role, like the non-profit ministry, is relentless. Success provides the opportunity to not only build a career, but also bring much-needed support and care to local children and families in crisis.

Promise686 is a 501(c)(3) non-profit located at 19 Holcomb Bridge Rd, Norcross, GA 30071

Promise686 associates are at-will employees.

For consideration, email your resume, references, and cover letter to: info@promise686.org

www.promise686.org