



## **Foster Family Support Network (FFSN) – Director**

**Reports to: 1HOPE Executive Director**

### **General Description:**

The Foster Family Support Network (FFSN) Director works directly with the 1HOPE Executive Director to ensure that the annual FFSN Operational Plan laid out by 1HOPE staff, its board of directors in partnership with Kenosha County DCFS & CIP is brought to fruition. The FFSN Director oversees and manages the efforts of the 1HOPE FFSN and works in close partnership with Church Ministry Leaders (CML's) to ensure churches are supported in their efforts to start/enhance their Foster Family Support Network alongside the broader community. The FFSN Director also oversees and directs the efforts of the volunteer leaders, including the FFSN Community Resources Leader, FFSN Training Leader, & FFSN Strategic Foresight Leader.

### **General Responsibilities:**

- Meets the program metrics and achieves the goals outlined in partnership with Kenosha County & CIP along with other duties as assigned.
- Work with the Executive Director 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
- Manage or function as a CML for volunteers who are not directly affiliated with a local Church
- Collect and track data from the CML's and create monthly reports to be submitted to the Executive Director
- Ensure that file management is accurate and up-to date and that 1HOPE is compliant in data management standards
- Maintain a database of all CML's, L2 and L1 volunteers throughout entire 1HOPE FFSN
- Monitor and manage the volunteer and foster family intake process
- 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
- Submit monthly reports to 1HOPE Executive Director on feedback and updates received from the FFSN Leaders
- Attend meetings with DCFS alongside 1HOPE Executive Director



- Ensure all volunteers go through the required training and that background checks are completed prior to the volunteer being matched with the family
- 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

#### **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 FFSN Director:**

##### **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

Please send resumes and inquiries to [info@1hope.community](mailto:info@1hope.community).