Position: Care Coordinator

Reports to: Care & Connection Director
Job Status: Part-time, hourly employee (21 hours per week)

Job Description

This position helps ensure people at Five Stones are cared for in meaningful and timely ways that promote hope and compassion. The Care Coordinator develops and maintains the systems and processes needed to support sustainable care and engage the church community in caring for one another, in alignment with the mission and values of Five Stones Church.

Responsibilities

- Work with the Care and Connection Director (C&C Director) to provide for the care needs of Five Stones families and the community.
- Coordinate care, communication, and resources for unexpected emergencies, hospitalizations, passing of individuals, celebrations of life, etc.
- Create, order, deliver, and provide tangible symbols of care through care / sick packages, ordering memory trees, etc.
- Develop and coordinate consistent care processes that equip ministry teams, life groups, and servant leaders to care for people effectively.
- Maintain consistent tracking and follow up of those who have been cared for.
- Assist in building and equipping servant leader teams to provide meaningful care, extending the church's capacity to care for people through the involvement of others.
- Participate on the Compassion Team by assisting with communication and gathering information, as directed by the C&C Director.
- Develop relationships in the community with organizations in order to network care resources and opportunities.
- Coordinate and help execute community outreach opportunities such as Turkey Fry, Food for the Soul, and South Providence School support.
- Maintain and organize care inventory.
- Communicate with appropriate staff in advance of events to plan against the master calendar and promote events with adequate advance notice.
- Assist with other tasks as assigned.

Qualifications

- A growing and vibrant relationship with Christ and alignment with the spiritual and cultural values of Five Stones Church.
- A partner of Five Stones Church or willing to become a partner.
- Maintains a positive attitude and demonstrates a high level of mental focus.

- Ability to handle confidential information with discretion and integrity.
- Demonstrates strong attention to detail, with the ability to prioritize tasks, work well under pressure, and follow through with initiative and diligence.
- Strong interpersonal skills, emotional intelligence, and a commitment to servant leadership.
- Excellent time management and organizational skills.
- Committed to continuous improvement; welcomes feedback and is self aware of strengths and growth areas.
- Comfortable using digital tools to support communication, organization, planning, and ministry coordination.
- Ability to meet the physical and practical requirements of the role, including adequate vision, hearing, and speech; ability to lift up to 35 pounds; and a valid driver's license.

Experience

- A minimum of two years of similar responsibility (care and / or mentoring), with ministry experience preferred.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.