

FOSTER PARENT COACH

Department: Equipping

FLSA Status: Non-exempt,
Part-Time

Reports to: Parent Coach Manager

Position(s) Supervised: N/A

Location: Billings

WHO WE ARE

The Crisis: The truth is there are not enough equipped families to care for Montana's most vulnerable children who enter the foster care system due to abuse and neglect.

The Solution: Whether a child's need is a few days, a few months, or forever **our vision is a family for every child.** We raise up bold and passionate Christians to do the hard work of caring for these children in our communities. **Our mission is to find and equip families for children who have suffered abuse and neglect.**

Organizational Values:

Hopeful in Vision. (*2 Corinthians 4:18*)

We fix our eyes on what is unseen, both the children and the future God has for them. We live by His promises, believing in a day when families wait for children, not the other way around. Compelled by what can be, we pursue innovative, Spirit-led ways to advance the mission.

Fearless in Action. (*Joshua 1:9*)

We step into hard and uncertain places with boldness, not because of our strength, but because of the Spirit within us. Our courage is forged in surrender and refined through obedience. We move beyond comfort and control, trusting God to work through us.

Relentless in Pursuit. (*1 Corinthians 15:58*)

We are unyielding and urgent in our efforts. Compelled by love and the weight of the mission, we press forward with unwavering resolve, trusting that every step matters. We will not stop until every child is seen, known, and welcomed into a loving family.

Joyful in Spirit. (*Isaiah 55:12*)

As ambassadors of Christ, we go out in joy, knowing our path is marked by light. The work is not easy, but He is with us. Our joy is a deliberate act of obedience, rooted in who Christ is and what He has done. Defined by the One who dwells within us, our presence is nimble and free.

THE ROLE

The Foster Parent Coach's primary focus is to equip, encourage, and disciple foster, adoptive, and kinship parents to help them care for children impacted by abuse, neglect, and trauma. This role strengthens parents in their Biblical calling to care for vulnerable children through coaching, training, and resources. The Foster Parent Coach also creates opportunities for connection and community among the families.

THE DAY TO DAY

Your essential duties and responsibilities:

Equipping Services Delivery

- Meet with parents to identify needs to provide coaching and support, directing them to actionable resources and community.
- Present training curriculum to families in the form of small groups, classroom style presentations, etc.
- Regularly promote equipping services to partners and families to increase engagements.
- Develop and maintain relationships with local churches, as the Church is the primary partner to host equipping services.
- Organize and deliver equipping services, both in person and virtually, coordinating all necessary support work including but not limited to host location, host volunteer coordinator, host childcare, host meals, etc.
- Contribute to and deliver statewide equipping services including but not limited to retreats, conferences, etc.
- Maintain accurate and up-to-date training and coaching records with families, churches, and other partners.
- Collect and use feedback insights to refine delivery methods for improved consistency and impact.

Equipping Curriculum and Content Development

- As requested, write training curriculum for a variety of mediums including but not limited to studies, blog posts, videos, etc.
- Contribute to and offer ideas for the Resource Library including but not limited to videos, blog posts, external resources, etc.

Collaboration & Team Support

- Ensure all service offering details are timely entered into the CRM.
- Timely provide and complete requests from internal stakeholders.
- Regularly participate in team prayer and spiritual formation classes.
- Inspire a working environment that passionately lives out the mission, vision, and values of Child Bridge.

Work Environment

- The normal work environment is an office environment with meetings offsite in conference areas, coffee shops, and/or other public spaces. Other working environments may include parks, event centers, other family-oriented meeting spaces, and family homes. Due to the nature of these spaces, weather and temperature may vary. Churches are a regular environment space for recruiting and coaching efforts.
- Noise level in the work environment is moderate.

- The work schedule varies based on the needs of the organization and will have weekend and evening work.
- Regular travel within region of responsibility.
- Travel to other regional office sites, team gathering locations, and event sites on an as needed basis.

To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

TO BE SUCCESSFUL

Your knowledge, skills, and abilities:

- Understanding of trauma and how it affects development and behaviors in children.
- Knowledge of child welfare and/or the foster care system.
- Knowledge of and ability to communicate the Biblical call to fostering and caring for the vulnerable.
- Goal-oriented with high regard for accountability to the mission, impact outcomes, and performance measures.
- Sound perception in conversations, observation, judgment, and decision making. You know how to listen both to the said and unsaid, you know how to ask questions to gather more information, and you know how to take the next right step.
- Highly efficient in time and project management. You are self-disciplined and forward-thinking, providing deliverables in a quality and timely manner.
- Warm and relational verbal, written, and interpersonal communication skills. You can connect with a variety of people in a range of settings (small gatherings, large groups, individual meetings, etc.).
- Skilled at group facilitation in a variety of settings, kindly redirecting individuals back to the discussion topic as required.
- Ability to maintain confidentiality under a wide range of circumstances.
- Active learner willing to collaborate with others and learn new ideas.
- Proficient in Microsoft office suite: Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint.
- Capable of working with a variety of technology including CRMs, video conferencing, cloud-based applications, etc.

Your education, certification, experience and/or other requirements:

- Bachelor's degree in communications or education is preferred and a minimum of 3 years of working experience. Equivalent education and experience will be considered.
- Preferred experience with TBRI® (Trust-Based Relational Intervention).
- Due to the relational nature of this role, preference will be given to a candidate who can commit to a minimum of two years.
- Must have a valid driver's license, active and up to date liability coverage, and a dependable vehicle.

Physical Demands

- 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.

- 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
- 3/4 of the time be able to: consistently use hands; talk and hear.

The above is representative of the faith, values, knowledge, skills, abilities, education, experience, physical demands and other requirements an employee needs while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

To apply for the Foster Parent Coach, email a cover letter, resume, and three professional references to careers@childbridgemontana.org. In your cover letter, please detail your interest in our mission and how you see yourself making an impact in this role.

Subject to the Constitution of the United States and all applicable state and federal laws, Child Bridge does not discriminate in its employment practices or in the administration and dissemination of its programs and services. We are dedicated to having an inclusive environment. We provide reasonable accommodations for applicants with disabilities to ensure equal access to the hiring process. If you need assistance, please contact Human Resources via careers@childbridgemontana.org.