

The Contingent Job Announcement

Position: Foster Parent Support Coordinator, ECPDX

Division: Mobilizing Community

Initiative: Every Child, PDX

Organization Description:

The Contingent is a 501(c)(3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of communities of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon – and soon, the four corners of our country. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities*, and government agencies.

The position detailed supports The Contingent's initiatives, including Every Child Oregon (www.everychildoregon.org), Emerging Leaders (www.emergingleaderspdx.org), and SINE (www.sine.org).

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit thecontingent.org.

*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.

Opportunity Summary:

The Foster Parent Support Coordinator demonstrates a commitment to equity and inclusion by forging new relationships that will serve communities of color who are disproportionately affected by the foster care system. This position is focused on creating opportunities that build and drive the vision of the childcare and respite recruitment program in the Portland Metro area, by engaging with faith communities, businesses, community organizations, individuals, and families to intentionally knit together a relationship between ODHS and the Portland community at large. This position has the opportunity and responsibility to innovate, strengthen and support the relationships of foster parents and ODHS in the Portland area.

From focus group discussions with foster families, we learned that *the top two needs foster families reflected are for respite and more training and equipping to help them navigate the unique needs of children who have been impacted by trauma.*

To support the retention of foster families, this position will work collaboratively with the Every Child Oregon statewide team to host trainings for foster families including using evidence-based curriculum such as CR2 (Creating Regulation and Resilience) or TBRI (Trust Based Relational Intervention) for resource families in Every Child PDX service area in coordination with Every Child Oregon when appropriate. This training would support resource families with a foundational understanding of trauma and its impact on the brain, as well as practical tools to care for children who have come from hard places and provide continuing education credits that will count towards keeping their certification current. This position will also help grow other Every Child PDX retention initiatives such as, The Neighborhood Program, Foster Parents Night Out, and Resource Parent Peer Mentorship Program.

The Foster Parent Support Coordinator is responsible for collaborating with the Director, Every Child, PDX in supporting foster parents participating in the foster system by providing volunteers who have been background checked and trained to provide childcare/respite for families so that they could enjoy a meal with other families while attending resource training. You will be responsible for sourcing and compiling meaningful and compelling incentives for participants in the childcare/respite program as well as implementing and guiding the verification process for volunteers ensuring that requirements are explained, completed, and documented including required background checks and trainings.

Duties & Responsibilities:

TRAININGS

- Support the retention of foster families by hosting trainings for resource (foster) families utilizing evidence-based curriculums such as CR2 (Creating Regulations and Resilience) or TBRI (Trust Based Relational Intervention)
- Utilize training opportunities to connect resource (foster) families with local resources such as Foster Parent's Night Out, My NeighbOR, With Love, Project Lemonade, and other available resources.

RECRUITMENT AND RETENTION EVENTS AND PROGRAMS

- Create, implement, and invite community members to monthly events that focus on the recruitment and retention of resource (foster) parents (virtual and in person options)
 - Explore Fostering Coffeehouses (English and Spanish)
 - Foster Parents Night Out
 - My NeighbOR
 - The Neighborhood
 - Respite mix and mingles
 - Tabling at Community events (may require weekend and weeknight events)
 - Other duties as assigned
- Every Child, PDX Neighborhood Program
 - Increase recruitment and retention of resource (foster) families
 - Perform program evaluations to increase recruitment of resource (foster) parents and community volunteer teams that support them
 - Source and implement trainings for respite/childcare providers and resource (foster) parents
 - Conduct monthly Team check-ins with the neighborhood teams and families
- Explore Fostering Coffeehouse
 - Lead once a month
 - Recruit and schedule a diverse pool resource (foster) parents
- Coordinating resource parent support events during foster care awareness month (May)

- Attend community events and meetings to continually promote awareness and support work (requires some evenings and weekends)

SUPPORT AND COLLABORATION

- Support the Every Child statewide Foster Parent Recruitment and Retention specialist in the onboarding of new Foster Parent Night Out (FPNO) sites including managing waitlists and supporting current Every Child PDX sites
- Work with Oregon Department of Human Services (ODHS) Champions on recruitment events for resource (foster) parents (this may require some evenings and/or weekends)
- Work collaboratively with Every Child OR Foster Parent Support Specialist to recruit, train, and retain mentors and mentees in PDX Metro area as well as expand this program
- Work collaboratively with Every Child OR Support and Retention Coordinator in supporting local PDX Metro Foster Parent Night Out (FPNO) Site coordinators and families
- Collaborate and or consult with Every Child Oregon to develop and/or implement training for respite/childcare volunteers and resource (foster) parents
- Work collaboratively with Every Child PDX Volunteer Manager to ensure all program volunteers complete necessary trainings and background checks prior to program participation in resource (foster) parent support programs

VOLUNTEERS

- Provide support and opportunities by creating a pool of volunteers to provide respite care and childcare for resource (foster) families to attend training and/or important community events and meals that will count towards maintaining a current certification status
 - Ensure all volunteers complete all required training
 - Ensure all volunteers complete and pass the required background checks

Success Metrics:

- Recruit 15 additional resource (foster) families for the Neighborhood program
- Recruit and onboard one new FPNO (Foster Parent Night Out) site in Washington County to launch in Fall 2023
- Develop tools that sustain and grow the resource (foster) parent recruitment and retention initiatives/programs
- Work collaboratively with ODHS Champions, community partners and key stakeholders to increase understanding of the needs of local resource (foster) families; utilize that knowledge, to shape the resource (foster) parent support initiatives/programs
- Increase BIPOC participant representation across resource (foster) parent support programs by 5%

Knowledge, Skills, and Abilities:

- Bachelor's degree or at least 2 years demonstrated success in program coordination
- This role is ideal for someone with knowledge or lived experience re: the foster care system
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and Microsoft Teams is preferred
- Proficient in Asana or other task and project management software is preferred

- Experience working with Microsoft Dynamics 365, or another CRM (Customer Relations Management) platform
- Experience in successfully working with a diverse group of cultures and socio-economic backgrounds throughout Oregon and SW Washington
- Utilize multi-cultural intelligence, intentional listening, and appreciation and respect to engage with a diverse group of constituents
- The role is highly administrative and requires a candidate with attention to detail, energy for documentation and coordination, and warmth for engaging program participants
- Demonstrates strong data management skills; excellent ability to enter, track, analyze and provide recommendations and learnings on data based on insight
- Effective communicator with strong written, verbal, and public speaking skills that is experienced in engaging with diverse audiences

Personal Qualifications:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- Experience supporting teams of entry-level professionals and coaching rising leaders in their development
- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families
- Commitment to the mission of The Contingent, including its initiatives: Every Child, Know Me Now, Emerging Leaders, and SINE
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Deep commitment to serving under-represented kids, youth, and families and those in government who work with them
- Relates well and works effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon

Employment Terms, Accountability, and Compensation:

- Full-time (40 hours), exempt position (Salary Range \$42,000 to \$45,000)
- This position requires availability some evenings and weekends
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States

Anticipated Start Date:

February 15, 2023

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing **Foster Parent Support Coordinator, ECPDX** sent to hiring@thecontingent.org

******Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.******

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer