

Title:	Responsive Care Coordinator
Reports to:	Pastor of Care Ministry
Status:	Full-Time (35 hours/week), Non-Exempt
Work Schedule:	Sunday to Thursday
Value to the Team:	You care deeply about ministering to the spiritual, emotional, relational, and physical needs of the Blackhawk community. As an integral member of our team, you coordinate the response for those with care needs.

Responsibilities

➤ Responsive Care

- Ensure continuity of care and support for individuals/families whose care needs involve multiple levels of care over time.
 - Assess needs and develop a written plan for engagement of Care teams and other appropriate ministries, ensuring clear lines of follow-up and communication are established.
 - Track with the care situation over time, adjusting the plan as needed.
 - Ensure cohesion between the various care supports provided by Blackhawk.
- Help attenders find the place where their needs are best met (e.g., individual care, group care, Community Group, Courses, etc.)
- Maintain current and relevant community resource information.
- Foster collaborative relationships with assigned sites, venues, and ministry teams. Equip staff and volunteers to provide care and resources.
- Develop and maintain the Care Response Team and Alongside Team, ensuring alignment with Care Ministry philosophy across all sites.
 - Identify and coach leaders.
 - On-ramp and train new volunteers.
 - Provide oversight and presence to ensure team and volunteer health.

➤ Teamwork

- Participate as an active member of the Care Team.
 - Engage in ministry planning and direction.
 - Provide an onsite Care Ministry presence during Sunday services.
 - As needed, provide care response to short-term or immediate needs.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Gifted team leader and volunteer developer

Strong organizational and project management skills

Excellent interpersonal skills – ability to deal with a variety of people in different situations

Exhibits a calm demeanor in uncertainty, and provides wise biblical care

Strong verbal and written communication skills

Exercises mature and independent judgment, confidentiality and tact

Values multicultural ministry, and leads through a multicultural lens

Computer skills and proficiency in the Microsoft Office 365 suite

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.