



Temporary Caregiving Coordinator

Wage Type: **Part-time (20 hours/week; \$17/hour)**

FSLA Exemption: **Hourly**

Responsibilities

The Caregiving Coordinator is responsible for maintaining an effective ministry of calling on the sick, hospitalized and homebound of the church. They will work alongside key volunteer leaders in specialized healing ministries for NICU, Meal Ministry, Cancer Care and funerals. The Caregiving Coordinator will partner with each pastor to ensure the congregation receives the care specific to their needs. This is a temporary position until we are able to hire a permanent Director of Caregiving. *The Caregiving Coordinator must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The Caregiving Coordinator must lead by example; maintain high core values and CLC Mission.*

Supervisor: Pastor Jeff Scheich (supervisor), Pastor Aaron Hutton, Pastor Luke Schnake

- I. Operate with an Outward Mindset
- II. Provide regular updates about all caregiving ministries
- III. Coordinate with all Pastors on visitations, spiritual needs of members, diaconal care and communion requests.
- IV. Use the record system in Fellowship One and develop appropriate protocols and processes with database capacities
- V. Coordinate with pastors concerning details for funerals
- VI. Manage the caregiving budget and stay within the allocated funds
- VII. Creatively use Thrivent Action Teams and volunteers to assist with the various aspects of the caregiving ministry
- VIII. Attend the weekly staff prayer time and "all staff" meetings
- IX. *Engage with staff responsibilities and activities

Recipients: Congregation Members of Christ Lincoln

- I. Manage visitation requests and visit those in need of visitations, as needed, those in the hospital or a family with a recently deceased member
- II. Be a listening ear and provide guidance as needed to congregants
- III. Provide assistance with physical resources when requests come in and we are able to respond. If we aren't able to respond, have a knowledge of resources available in Lincoln.
- IV. *Develop a system for visitations and then recruit and motivate congregation members
- V. *Develop a strategy for personal communication with the congregation for birthdays, anniversaries etc
- VI. *Coordinate the details for the creation and distribution of Thanksgiving and Christmas baskets

Coworkers: Office Coordinator & Front Desk AA

- I. Coordinate funeral preparation details
- II. Ensure the prayer list and shut-in lists are kept up to date

Direct Reports: Key Lead Volunteers

- I. Mobilize and resource the key lead volunteer(s) for the following ministries: NICU, Meal Ministry, Cancer Care, and Funeral Ministry teams. Delegate responsibilities and ensure they are equipped to care for those in need based on the heart of their ministry
- II. Ensure Griefshare, Surviving the Holidays and other Bible Studies are equipped to meet
- III. Encourage and equip the sewing ministries such as prayer shawls and quilters.



Competencies

The Caregiving Coordinator shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. Troubleshooting skills to process breakdowns to create and implement solutions.
- II. Strong organizational skills with attention to detail.
- III. Ability to multitask and prioritize daily workload.
- IV. Ability to take the initiative and be a self-starter.
- V. Ability to listen well
- VI. Compassionate heart for those who are hurting
- VII. Ability to work in collaboration with different people and personalities

Abilities

The Caregiving Coordinator should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills.

Qualifications

The Caregiving Coordinator must be a Christian and active in their local church. They will need to be able to drive and provide their own transportation. They must be able to use a computer and know how to maintain a database. They will ideally have experience or background in healthcare, education, social work or pastoral care. A member of Christ Lincoln is preferred but not required.

Equal Opportunity Commitment/Americans with Disabilities Act

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization's Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify; or add and/or delete portions of this position description at any time and will



provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Caregiving Coordinator may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date