



JOB TITLE:	CarePortal Regional Manager for JFO
REPORTS TO:	JFO Executive Director
POSITION:	Part-time – 25 hrs.
LOCATION:	Capital Region of NY – Albany, Rensselaer, Greene, and Columbia Counties

OVERVIEW

JFO is the implementing partner for CarePortal (CP) in the Capital Region of New York. CarePortal is a connective technology platform uniting an interdenominational network of Christian churches collaborating with each other and child welfare systems for the good of children and families in crisis in their community. This network is supported by a Regional Manager that develops relationships, establishes infrastructure, and trains on the technology to empower each participating church. The goal is transformation in the lives of hurting children/families, the Church, and child welfare. Learn more at justicefororphansny.org/careportal.

POSITION SUMMARY

The CarePortal Regional Manager is a key position on the JFO team. This individual develops and maintains a network of church and community responders, and child serving agencies as requesters, in their assigned county(ies). The Regional Manager's primary focus is to facilitate training and support for church collaboration, agencies, and ministry partners in the region. This is done by developing and leading a CarePortal Team of church point people and pastors, facilitating relationships within the CarePortal Network and monitoring the CarePortal platform to encourage and facilitate meaningful connections. This position is highly relational and requires strong communication and interpersonal skills. Prior knowledge and/or experience working collaboratively alongside the church and child welfare system is preferred. The Regional Manager is supported by the JFO Executive Director and Assistant Director.

MAIN RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

Cross Network Training & Support

- Recruit, train, and equip churches to make meaningful connections through the CarePortal network.
- Provide ongoing support, encouragement and training to churches and agencies.
- Host Community Network Meetings (at least one per county per year) to cultivate relationships with community partners to provide resources to strengthen the network.
- Identify, train, and equip Connecting Churches to serve in areas of highest need.
- Recruit volunteer Ambassadors to help develop and maintain relationships with churches.



Platform Training & Support

- Support Point People and Team Leaders as they engage, empower, and equip their church congregations.
- Facilitate technology and process training for church and agency partners.
- Maintain positive, collaborative relationships with church, agency, and community partners.
- Report technical issues and recommend enhancements to CarePortal support.

Agency Training & Support

- In collaboration with the JFO team, identify potential Requesting Agencies.
- Ongoing training and support of agency staff and leadership.
- Maintain positive, collaborative relationship with agency partners.

JFO Communications

- All CarePortal network decisions are discussed and determined at JFO weekly team meetings held on Monday mornings.
- All CarePortal network communications (emails and social media) are released by JFO marketing

SKILLS AND QUALIFICATIONS

- Committed to following Jesus and mobilizing others to serve His Kingdom
- Passionate & competent in engaging the whole Church to care for children and families in crisis
- Dedicated to JFO's Mission and Biblical Principles (Micah 6:8)
- Clear sense of calling to this role in this organization
- Skilled facilitator of community gatherings and meetings
- Skilled communicator of information and invitations facilitating network growth
- Technology proficient (including Google Suite, Microsoft Office, Zoom, and others)
- Relationally connected and committed to follow through
- Self-initiator able to work independently
- Some experience presenting and teaching preferred
- Actively engaged in a church and trusted by church leadership to serve in this role
- Able to dedicate 25 hours/week PT in a flexible manner, working around meetings with the key players in the network



Regional Manager

Role Description

- Ability to communicate effectively and lead in coordinated efforts to collaborate with church, agency, and community partners
- Willingness to learn and disciple others to serve vulnerable children and families with empathy and dignity

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The above description is not intended to be comprehensive, but rather a focused list of priorities. This full-time, contract role, like ministry, is relentless. Success provides the opportunity to not only build a career, but also bring much-needed support and care to local children and families in crisis in New York. Successful candidates, like all JFO team members, are expected to live and work consistent with JFO's vision, mission, and values.

JFO is a 501c3 non-profit located at 38 Fares Road, Ravena, NY 12143

JFO associates are at-will employees.