



## Job Description

**Position:** TFG WI Satellite Site Lead/Case Manager

**Supervisor:** Twin Cities Site Director/TFG Lead Site Director

**Full Time/Part Time:** Flexible

**Hourly/Salaried:** Hourly

## Organizational Summary:

**Together for Good (TFG) is a Christian non-profit, our employees live out the biblical Christian faith through serving vulnerable families.**

**Our mission:** TFG creates pathways for the local church to come alongside vulnerable children and families in Christ-centered ministry.

**Our vision:** Every family would experience hope and healing through the love of Jesus Christ.

It is our joy to equip local churches to journey together with isolated mothers and vulnerable children by offering advocacy/mentorship, as well as voluntary hosting of the children during crises such as homelessness, medical crisis, unemployment, and mental health struggles. We believe in the power of relationships and that no family should ever walk alone. This innovative model has become a new path to keep families together and help them thrive.

## Position Summary:

As the Satellite Site Lead, this person will establish and grow the TFG WI (Hudson) Satellite Site. This involves the recruitment and development of TFG partner churches and building a base of volunteers. It also involves developing a network of referral sources.

As the Case Manager, this person will work alongside our Twin Cities professional care team to provide support for vulnerable children and families facing crisis situations. The primary job of the Case Manager is coaching volunteer caregivers and advocates who provide hosting for children. The Case Manager will conduct participant intakes, assessment of needs, and schedule hostings. They will manage a caseload of participants that will consist of some crisis care, as well as ongoing respite care for participating families. They will also collaborate with other agencies and community partners when needed to better support a participant family. The Case Manager will need to be available for occasional evening and weekend work.

## Core Responsibilities:

### Satellite Site Lead:

- Identify members from the community to join a TFG WI Local Advisory Committee.
- Maintain the quality of TFG model implementation.
- Engage with a network of churches aligned with our statement of faith and values statement to recruit TFG volunteers (ministry coordinators, host families, parent advocates, and support volunteers).
- Communicate regularly with TFG ministry coordinators to assist with resource direction for volunteers at a specific church.
- Model high value appreciation of volunteers.
- Use TFG-approved print, web, and video resources to raise awareness of TFG.



- Network and foster good relationships with community agencies and promote TFG to potential partners within the child welfare/social work network to create a referral base. This specifically includes building relationships with social workers and child protective services in WI.
- Work with the local TFG WI Advisory Committee to develop and implement an ongoing fundraising plan to support the continued work of TFG in WI.

#### **Case Manager:**

- Engage, equip, and encourage volunteer host families and advocates.
- Facilitate participant intakes (using CRM) and determine if the family meets TFG's requirements for support.
- Coordinate hostings (in partnership with the Twin Cities Program Coordinator) and maintain an organized calendar of hosting logistics.
- Ensure all children are hosted in appropriate homes, and monitored according to policies.
- Provide support, encouragement, and professional oversight for host families during a hosting.
- Facilitate the connection between TFG parent advocates and TFG participants.
- Troubleshoot difficulties with volunteers as they may arise.
- Coordinate, refer, and/or collaborate with other agencies and providers when needed.
- Maintain case notes and documentation in CRM database.
- Obtain feedback from participant families and host families following each service.
- Submit Child Protective Service (CPS) reports as needed.

#### **General Duties:**

- Participate in all required TFG functions, meetings, and supervision.
- Ensure that communications (printed and digital) and social media are appropriately and consistently used following TFG guidelines and policies.
- Attend TFG staff conferences, policy and practice development meetings, and other relevant meetings as invited.
- Maintain tracking/reporting of information pertinent to recruitment, training, clearing/certifying volunteers (in partnership with Twin Cities Volunteer Onboarding specialist).
- Participate in quality assurance/quality improvement activities as requested.

#### **Required Qualifications:**

- Bachelor's degree.
- WI Social Work License.
- Demonstrated skill in the following areas: public relations/public speaking, networking, recruitment and training, and administration/organization.
- Self-starter, organized, autonomous, and assertive.
- Must provide own transportation.
- Must be willing and able to agree with and support the TFG Mission, Vision, and Values.
- Must be able to lift up to 30 lbs.
- Experience working with at-risk populations is preferred.

#### **Travel and Work Schedule:**

- Available for work Monday - Friday, 9:00 AM - 5:00 PM.
- Attend weekly staff meeting in St. Paul, MN.
- Occasional availability needed for evenings and weekends.
- Must be willing to travel throughout Hudson & surrounding area.



**Compensation:**

- This position is compensated at an hourly rate.
- Hourly rate determined by education (licensure) & experience.
- Mileage reimbursed at the federal mileage rate.
- PTO & Paid Organizational Holidays available.
- This position does not currently include medical/retirement benefits.

**How to Apply:**

- Please email a cover letter and resume to [info@tfgood.org](mailto:info@tfgood.org).