



# CARE COORDINATOR

## Part-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. This staff member is responsible for assisting in the assessment and coordination of care needs within the congregation, including marriage, baptisms, benevolence, stewardship education, funerals, grief, recovery, bereavement, prayer, etc. In addition, this position provides high administrative support within the Care Ministry.

### DEPARTMENT

Adult Discipleship  
Ministry

### REPORTS TO

Care Minister

### DIRECT REPORTS

None

### WORK WEEK

Primarily M-F. Some  
weekends/evenings as  
needed.

### HOURS PER WEEK

29

### FLSA

Non-Exempt

### JOB CLASS

Professional

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists in assessing and coordinating care needs that arise within the OHC body by connecting to resources and partnerships; including but not limited to financial assistance, counseling, grief/bereavement, requests for memorials/wedding services, baptisms, etc.
2. Coordinates with Finance and Outreach to ensure benevolence cases are completed.
3. Assists with the planning, resourcing, and implementation of Care Ministry initiatives such as classes, events, trainings etc.
4. Supports Care Ministry volunteer team members; ensures they are supplied with information and resources needed to effectively conduct ministry.
5. Assists Care Minister with ensuring all volunteer screening is completed in a timely manner prior to scheduling volunteers.
6. Maintains a working knowledge of the of the ministry's resources and policies, goals, and leadership/key staff and volunteers. Utilizes networks and systems resources to carry out administrative responsibilities.
7. Collaborates with other ministries as needed. Stays informed of equipping offerings and events within the church.
8. Participates in staff meetings, departmental meetings, and development opportunities as required.
9. Other duties and responsibilities as assigned.



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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Two (2) years of college from an accredited college or university. Ministry related degree preferred.
2. Two (2) years of experience in working with volunteer or community service programs or related field. Church ministry experience preferred.
3. Experience can substitute for education.

### KNOWLEDGE AND ABILITIES

1. Knowledge of and confidence in their own identity in Christ and specific calling in Kingdom ministry.
2. Knowledge and awareness of their own spiritual gifts, talents, passions, and weaknesses.
3. Knowledge in relational intelligence, grace, and cross-cultural sensitivity.
4. Knowledge of computer office applications and equipment.
5. Knowledge of English grammar and vocabulary.
6. Ability to work independently with limited supervision.
7. Ability to interview and assess through sensitive issues of individual needs.
8. Ability to respond with respect, sensitivity, and care.
9. Ability to plan and organize events.
10. Ability to prepare detailed reports and training programs.
11. Ability to use computers and a variety of software applications.
12. Ability to communicate clearly and effectively through both verbal and written means.
13. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** July 2024