

JOB TITLE: Shepherd Program Coordinator

JOB SUMMARY: Austin Disaster Relief Network (ADRN), a non-profit organization comprised of churches, ministries and businesses within the Christian community of Greater Austin to form a disaster relief alliance helping those in need in times of disaster, seeks a Shepherd Program Coordinator (SPC) to be based in Austin, Texas. The SPC's main objective is to ensure that every family affected by disaster is sponsored by a church on the ADRN network and that emotional, spiritual, and physical needs are met in a timely manner. Other job functions include:

DUTIES AND RESPONSIBILITIES

- Manage and oversee survivor intake forms and relevant data entry
- Assign priority status to incoming intake forms
- Maintain a spreadsheet of active cases for weekly review with the Shepherd Program Manager (SPM)
- Provide case management to survivors addressing emotional, spiritual, and physical needs as pertains to disaster recovery
- Submit financial requests for payment to SPM and Accounting Team regarding survivor needs
- Document case management services current client database, Shepherd Program Financial Log, and other relevant spreadsheets in a timely manner
- Communicate with SPM to ensure that disaster expenses do not exceed disaster funds
- Participate in Long Term Recovery Teams, case management teams, and Unmet Needs Committee meetings to advocate on behalf of families and represent ADRN in recovery efforts
- Work with local officials and other disaster relief agencies responding to disaster
- Engage new partnerships and steward current ones with businesses, social service agencies, and other organizations that offer resources benefitting survivors
- Work with ADRN Call Center to meet survivor needs and respond to inquiries pertaining to survivors
- Establish policies and procedures with Shepherd team as necessary during disaster efforts
- Participate in multi-agency resource centers in the field during disaster deployment to assist with intakes
- Work closely with Shepherd Development Coordinator to give high priority to cases with urgent needs when assigning a Disaster Relief Shepherd (DRS)
- Maintain contact with local church Disaster Relief Coordinators (DRC) and DRS's regarding sponsored family needs, current disaster resources, and changes in disaster relief efforts
- Attend all ADRN Staff meetings, ADRN Prayer meetings, and Shepherd Core Team meetings

QUALIFICATIONS

- Bachelor's degree in the field of psychology, social work, nursing, education services and/or equivalent experience with case management or long-term discipleship preferred.
- Ability to organize time, manage diverse activities and meet deadlines with exceptional attention to detail
- Ability to work independently with integrity to program goals and procedures, but also a team player who will productively engage with others at varying levels of leadership within and outside of ADRN

- A leader who will positively impact and implement strategic Shepherd program development initiatives
- Kingdom-minded and relationship focused, teachable, with a love and passion for God and His mission through ADRN
- Strong interpersonal, active listening, conflict resolution and facilitation, assessment and problem-solving skills
- Demonstrates flexibility to changing situations and priorities.
- Excellent written and oral communication skills.
- Experience planning and coordinating meetings.
- Experience supervising volunteers.
- Demonstrated ability to professionally represent ADRN.
- Ease in using a variety of office software including Microsoft Word, Excel, Email, Web, and Google docs.

ORGANIZATIONAL EXPECTATIONS OF STAFF

- Follow organizational policies and procedures, and practice a culture of honor with one another
- Communicates clearly with co-workers and team members
- Sets the tone on reliability, attendance, high performance standards and what it means to be an I AM Ready Christian emotionally, spiritually, and physically for staff, Core Team, churches on the Network and volunteers
- Spends minimally one planned day per month away from the office, seeking God's face for direction, guidance, support and relief for role. Spends time with God in the Word and prayer for spiritual instruction, growth and rest.
- Completes all of ADRN's emotional, spiritual and physical trainings as able to understand the depth of what ADRN offers churches and volunteers.
- Committed to 40 hours per week, must have flexibility in evenings and weekends during times of disaster and/or special events.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.