



Job Description: REGIONAL MANAGER

(Regina)

About the Position:

A Regional Manager facilitates collaboration among agencies, churches and community in a defined geographic region and administrates CarePortal so that participating key stakeholders can effectively journey with children and families of that same region.

A Regional Manager demonstrates deep understanding of child welfare (prevention / foster care / kinship / permanency / transitional care), and is able to fluently communicate and effectively collaborate with child welfare professionals, diverse community members and church leaders of diverse denominations. They are leaders for collaboration and community capacity building with a strategic focus on mobilizing church communities.

Duties:

- Network with local churches, community members, and child serving agencies / organizations, providing information and simple onramps for CarePortal participation.
- Train and support Church Team Leaders and Agency Representatives
- Administrate CarePortal platform for a given region, monitoring requests and responses
- Coordinate Active Community Gatherings with participating agencies, churches and community partners to celebrate and promote collaboration
- Coordinate a local Community Connections Team of local leaders to grow and sustain regional church engagement and collaboration.

Position: Level 3, Part-Time (10-15hrs), Term Position*

Term: April 1, 2021 - March 31, 2022*

**with the potential to be extended/expanded; currently funded by SFFA, subject to review by March 1, 2022.*

Hours of Work:

Hours are dependent on the stage of CarePortal development and the number of active churches and agency participation. Regina would require 10-15 hours per week to start. Hours will need to increase after more than 10 churches have enrolled. Scheduling of hours may fluctuate week to week and generally needs to be accessible to church point people and agency reps at all times, within reason.

Office Location:

This position is primarily done remotely from one's home, with the exception of face to face meetings with agencies, churches and community stakeholders as pandemic restrictions allow.

Reports to:

- SFFA Executive Director
 - Bi-weekly progress reports
 - Hiring process / employment records / payroll
- FFC Executive Director / CarePortal Area Director
 - Weekly management meetings
 - Ongoing operational supports for CarePortal implementation

The Regional Manager works in collaboration with both partnering organizations.

Funding model

Unique to Saskatchewan, this position is currently being financially supported by Saskatchewan Foster Families Association (SFFA) under their Families Helping Families initiative with the government of Saskatchewan.

All other management support costs, including regional platform access, IT support, resources, training, operational costs and marketing is the responsibility of Forever Families of Canada, covered by charitable donors.

Professional Development & Supports

Forever Families of Canada provides ongoing remote supports in the following ways:

- Initial CarePortal Proficiency Training & Orientation
- Weekly field training (1 hour weekly) / International CarePortal RM calls (monthly 2hrs)
- Weekly one-on-one regional check-in with Area Director (1 hour)
- Monthly national call with all Canadian staff
- CareWell Academy training, as offered, in 4 competencies: Trauma Care, Understanding Poverty, Faith & Culture, and Healthy Collaboration
- Annual All-Leaders Retreat with Forever Families of Canada

03/15/21 CP-RM FFC / SFFA