**Scope of Position:**

This ministry position and its department help break the cycle of poverty on the Near Eastside of Indianapolis by engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets our neighbors' spiritual, physical, emotional, and academic needs.

**Position Details:**

* **Ministry Area:** *Family Engagement*
* **Reports to:** *Director(s) of Family Engagement*
* **Supervising:** *Volunteers*
* **FLSA Status:** Full Time, hourly, nonexempt
* **Location:** *4107 E Washington St*
* **Remote Option?** No
* **Start date:**  *Immediate*

**Position Schedule:** 40 hours/week

* Monday-Friday, 8:30 AM-5 PM
* Some evenings/weekends

**Essential Duties and Responsibilities:**

* Connects with Shepherd families and neighbors in programs and throughout community to assist in meeting of various needs.
* Embedded into assigned program(s) to develop relationships with neighbors and staff
* Build intentional relationships with neighbors to better understand the strengths and needs of each individual and family. Also, to help connect the neighbor to appropriate resources
* Coordinate with Family Engagement Team and other Shepherd staff to align services
* Provide case management for caseload of neighbors. Assist with intakes, provide employment support, housing support, food support, financial support, etc.
* Ensure proper data tracking and information gathering
* Support all Shepherd events by engaging with the community and building relationships as possible
* Collaborate with partner organizations as needed

**Required Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Teachable
* Reliability, initiative, and growth mindset
* Ability to use required digital platforms (Google Workplace, Efforts to Outcomes, Combined Financial Assessment, Money Canvas, etc. Shepherd will provide training and access to these.

**Preferred Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to use required digital platforms (Google Workspace, Efforts to Outcomes, CFA, Money Canvas, etc.) (Shepherd will provide training and access to these)
* Reliability, initiative, and growth mindset
* Training in MinistrySafe and Civil Rights, CPR Certified (Shepherd will provide training)

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches, and the community.
* National Background Check (conducted by Shepherd)
* Verify authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.