

Legacy 68:5 Sienna Associate

Department: Legacy 68:5 Adoption, Foster & Orphan Care Ministry

Hired By: Toni Steere

Reports To: Toni Steere, Malcolm Marshall

Campus: Sienna Campus

Status: Full Time Exempt

Employment Category: Select Category

Summary of Position: The Legacy 68:5 Sienna Associate is responsible for executing the vision of Legacy 68:5 at the campus level, shepherding and providing practical tools for adoptive and foster families within the community both pre and post placement.

Purpose: Provide ministerial and logistical direction and support to the Sienna staff, adoptive and foster families and external partners serving the most vulnerable in and outside of the Houston's First Baptist Church - Sienna.

Duties and Responsibilities:

- Plan and coordinate Connection, Equipping and Sustaining Initiatives for the Sienna adoptive and foster community in conjunction with the Legacy 68:5 Director.
- Develop contextualized strategies to both anticipate and meet ministry needs within the community.
- Intentionally connect with and cultivate relationships with foster and adoptive families unique to the Sienna Campus
- Cultivate relationships and work collectively with other campuses & external vulnerable children and family partnerships to achieve ministry objectives.
- Recruit, vet and train volunteer care teams to serve the practical and unique needs of both foster and adoptive families.
- Manage Legacy 68:5 Sienna social media accounts to raise community awareness and highlight opportunities for community engagement.
- Develop, coordinate and teach online and in-person 6 & 12 weeks equipping opportunities for both pre & post placement families
- Provide counsel and coaching to new and current foster & adoptive parents including crisis calls
- Develop solid relationships with professional service providers including trauma informed Occupational Therapists, Counselors, Speech Therapists and Educators.
- Provide contextualized referrals for professional wrap around services in Fort Bend County and/or Southern Harris County.
- Assists with digital connection and equipping strategies including the Mighty Network



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- Plan and facilitate Trauma Informed Training for staff, volunteers and members. (TBRI, TCC, ETC, D2L, etc.)
- Represent Legacy 68:5 and the Sienna Campus at quarterly collaborative meetings for organizations serving the most vulnerable in Fort Bend County.
- Maintain the Family Portal with accurate and up to date information on families, current needs, care communities and pathways for professional referrals and services.
- Pursue professional development opportunities including but not limited to participating in the annual Christian Alliance for Orphans Summit Conference.
- Attend Legacy 68:5 Team meetings (monthly)
- Manage Legacy 68:5 budget for the campus, participating in monthly financial meeting with the Legacy 68:5 Director
- Participate on the Assistance Fund Team in coordination with Lifesong for Orphans.
- Provide insight on best practice and current trends within the Orphaned and Vulnerable Children field to campus leadership as it related to OVC partnerships with outside organizations or non-profits.
- Actively participate in the Houston's First Sienna Community
- Support and participate in Sienna Campus activities as directed by the Campus Pastor.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

Other: [Click here to enter text.](#)

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Empathy for ministry partners

Attention to detail

Other: [Click here to enter text.](#)



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Education and/or Experience: Select all that apply

- College graduate required Administrative Experience Personnel Management
- Church Staff experience preferred Other: **TBRI Practitioner Required, Empowered to Connect, Trauma Competent, Darkness to Light Trainer preferred.**

Organizational Relationships: Reports to Legacy 68:5 Director and the Sienna Campus Pastor

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel
- Other: [Click here to enter text.](#)

Contact:

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