



Care Coordinator

As a church, we are regularly contacted by individuals and families with a wide range of questions and needs. Emmanuel's Care Coordinator is here to help!

Instead of attempting to carry all of their burdens alone, Emmanuel's Care Coordinator multiplies their impact by introducing people to a wide range of exceptional resources and outstanding care providers.

Our Care Coordinator ensures that each request is handled in a warm, personal, and professional manner and also takes the initiative to check in and follow up so that people know their church family cares.

If you are interested in applying or need more information contact Pastor Dan (dan@emmanuel.church).

The Responsibilities:

- Serve as a primary point of contact for those reaching out for help
- Share the joy and excitement of those asking about their next steps as an engaged couple, provide loving support for those experiencing pain or loss, and offer hope and non-judgmental guidance for those seeking help with physical needs
- Authentically extend the love of Christ by rejoicing with those who rejoice, mourning with those who mourn, and being fully present during each opportunity to care
- Assist with information and recommendations regarding:
 - Counseling
 - Crises
 - Weddings
 - Funerals
 - Financial, material, and legal assistance
- Oversee the equipping and supporting of our volunteer Care Teams:
 - Prayer Team
 - Care Response Team
 - Crisis Care Team
 - Hospital Visit Team
- Checking in, following up, and providing regular updates for our Staff and Lay Leaders so we can better love, support, and serve our church family.



The Right Fit:

- Authentic follower of Jesus with a genuine compassion for people
- Prioritizes prayer
- Enthusiastically advocates for Emmanuel's shared beliefs and values
- Possess a combination of strong relational and administrative skills (equally adept at caring conversations, developing systems, and organizing information)
- Able to develop and lead teams of people
- Functions best in a collaborative environment that values both empowerment and accountability
- Compassionate, empathetic, and tenacious (especially when it comes to helping people find the help they need when the help they need is hard to find)
- Exercises healthy self-leadership and self-care
- Spanish proficiency will be helpful but is not required

The Details:

- Reports to Pastor Dan Swartz
- Up to 15 hours per week