

SALEM LUTHERAN CHURCH
FAITH COMMUNITY CARE COORDINATOR JOB DESCRIPTION

A Faith Community Care Coordinator provides support, connecting individuals with community and health care resources and coordinating programs that address needs. They act as a liaison between faith communities, individuals, and healthcare systems to ensure comprehensive care.

RESPONSIBILITIES:

- Provide one-on-one support to patients, families, and staff during times of need, crisis, illness, or grief.
- Offer care programs, such as support groups and educational sessions.
- Coordinate volunteers and care providers.
- Facilitate health-related programs like blood drives. caregiver support groups and/or educational opportunities.
- Connect individuals with appropriate community and health care resources and services.
- Confidentially document member interactions including but not limited to emergency contacts, member needs, etc.
- General staffing support as needed

REQUIRED SKILLS AND QUALIFICATIONS:

- **Communication and interpersonal skills:** Strong oral and written communication, empathy, the ability to work with diverse populations, and an understanding of age-specific congregational needs.
- **Organizational skills:** Excellent organizational skills and attention to detail.
- **Technical proficiency:** Proficiency with computers.
- **Preferred but not required, candidate is a member actively in Salem's Faith Life.**

PROPOSED as an hourly position, not to exceed 20 hours/week on an average. Time will be tracked via an accounting system.

Reports to: Pastor/Interim/Salem Church Council Personnel Representative

Faith Community Care Coordinator –Approved 4-7-26