



***Family Bound has been awarded the Adoptive and Foster Parent Recruitment and Retention Services contract with Michigan's Department of Health and Human Services for FY 2023-2026. Family Bound will serve Region 3, an area comprised of 18 counties: Allegan, Barry, Berrien, Calhoun, Cass, Ionia, Kalamazoo, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, St. Joseph, Oceana, Osceola, Ottawa and Van Buren Counties.***

***We are pleased to post job openings for a GROW Coordinator, GROW Trainers, Recruitment and Retention Coordinators and Foster Care Navigators. Please see the opportunity below.***

### **Region 3 Resource Team GROW COORDINATOR**

The GROW Training Coordinator must have experience working in one of the following fields: education, social work or human services. The successful candidate must have demonstrated success as an educator and/or administrative support staff member, which will be verified through references. The candidate should have a strong knowledge of the child welfare system and current licensing rules. He or she will be proficient in utilizing technology to successfully carry out the duties of this contract. The GROW Training Coordinator must complete GROW Trainer training. Additionally, he or she must complete at least 20 continuing education hours per year in coursework relative to the proposal as approved by the R3RT Supervisor.

### **QUALIFICATIONS**

The successful candidate must:

1. Have excellent listening skills, written, verbal communication.
2. Demonstrate excellent organizational, analytical, and interpersonal skills.
3. Demonstrate knowledge and working experience with Microsoft Office or other administrative applications.
4. Attend or achieve GROW Trainer training.
5. Be willing to be cross trained for other Region 3 Resource Team positions.
6. Be willing to work in assigned counties.
7. Accomplish eligibility requirements including submitting to an Internet Criminal History Access Tool (ICHAT) and Central Registry background checks.
8. Be willing to be cross trained for other R3RT positions.
9. Must be willing to work in assigned counties.
10. Must demonstrate compliance with MDHHS policy and contract requirements, including but not limited to, maintaining client confidentiality.

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Pay rate will be commensurate with skill level and responsibilities.

Candidates can upload their cover letter, resume and references in PDF format to <https://familybound.org/contact/> or email to: [info@familybound.org](mailto:info@familybound.org) with subject line: R3RT. Priority will be given to candidates interested in geographical/territory responsibilities across Region 3.