



KINSHIP NAVIGATOR SPECIALIST

Job Category: Kinship Navigator

Job Status: Full-time

Reports to: Kinship Navigator Manager

Job Summary: The Kinship Navigator Specialist provides kinship caregivers assistance with understanding, navigating, and accessing the system of out-of-home care supports and services for children. Kinship Navigator Specialists provide flexible and responsive services to kinship families based on individual needs including but not limited to accessing health care and legal services, support groups, advocacy, training, and emergency funds for the purpose of strengthening the family while promoting stability for the abused and neglected children in their care.

Responsibilities: Primary responsibilities include but are not limited to:

- Accept referrals from the community via phone, email communication, and walk-ins of kinship parents needing help to provide effective care to children.
- Accept inter-departmental referrals of FosterAdopt Connect.
- Respond to referrals within one (1) business day.
- Prioritize and manage multiple cases simultaneously.
- Maintain frequent, open communication with direct supervisor regarding services delivered, concerns or questions.
- Obtain necessary releases and consents, as needed.
- Provide caregivers with information, referrals, and advocacy services.
- Assist caregivers in identifying and removing barriers to receiving services.
- Create a Navigation Plan, in partnership, with the caregiver to meet identified needs.
- Ensure kinship families have access to benefits for which they are eligible, including the Temporary Assistance to Needy Families (TANF) and respite care services.
- Assist caregivers in utilizing existing community resources and support systems, including educational, health, and mental health systems.
- Improve caregivers' social support systems (i.e. professional agencies, support groups, parent groups, professional helpers, etc.).
- Improve family resources (i.e. basic needs items, money to pay for bills, tutoring resources, recreational activities, scholarships, etc.).
- Make referrals or otherwise implement strategy in partnership with families.
- Collect and record all data on presenting problems and resources/supports given in FAC client database system.
- Complete and maintain up-to-date documentation of families/clients in a timely manner. Documentation should be completed within two (2) days of family contact.
- Liaison with key community stakeholders and develop open and clear communication with those partners. Attend community meetings as needed.
- Participate in staff meetings, and assist other program staff as needed.
- Analyze data to identify trends and directions for future systemic advocacy efforts.
- When possible, participate in task forces, in-services, trainings, and other community educational networking opportunities to educate others about FosterAdopt Connect's programs and to promote partnerships and sponsorships whenever possible.
- Model ethical and professional behavior at all times.

- Participate in ongoing meetings/professional memberships and trainings as required by the Program Director/COO.
- Participate as an active team member with all agency departments (i.e. attend meetings as assigned, ensure availability of residents for scheduled on and off campus appointments, etc.) so the agency's efforts to assist clients and maintain licensing/contract/COA standards are coordinated for maximum effectiveness.

Qualifications

- Bachelor's Degree (Master's degree preferred) in social work (preferred) or in related human services field.
- Previous child welfare experience required; two (2) years preferred.
- Demonstrated resourcefulness in setting priorities and proposing new ways of creating efficiencies.
- Outstanding organizational and planning skills.
- Solid commitment to the principles of support and advocacy for relative and kinship families, and personal experience or connection is preferred.
- The ability to collaborate and advocate for positive outcomes, using excellent interpersonal skills in multi-disciplinary, diverse, and dynamic professional teams.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Demonstrated leadership ability, team management, and interpersonal skills. Must have ability to quickly establish rapport and build trust.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented while meeting all deadlines.
- Experience working with marginalized communities with a nuanced understanding of systemic oppressions.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- Ability to drive to meetings within surrounding counties.
- Ability to be flexible in work hours including some evening and weekend appointments.

Compensation and Benefits

- Compensation commensurate with experience.
- Full-time, exempt position.
- Health, dental, vision, short and long-term disability, and life coverage options provided.
- We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

FosterAdopt Connect does not and shall not discriminate on the basis of race, color, religion, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or services. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and members.