

## Kinship Navigator

Applications are being accepted for the position of **Kinship Navigator**. This is a new position. This position will be under the direct supervision of the Support Team Supervisor. This is a part time position. Candidates must complete a degree in social work or closely related field by December 2012. The position includes the following tasks and requires the following skills:

### Job Tasks

1. Provide community based support, help facilitate access to services, provide information and give support to kinship caregivers.
2. Identify kinship caregivers
3. Listen, educate, support and advocate for kinship caregivers
4. Have Court knowledge and agency knowledge of systems procedures(intake, ongoing, case plans, court)
5. May become a notary for Pro Se and ODJFS and CSEA paperwork
6. Attend meetings(IEP, ODJFS etc) and court hearings with kinship caregiver
7. Work with other caseworkers on open cases
8. Complete kinship home studies
9. Refer to services -attorney, juvenile court, medical card, mental health, WIC, Help Me Grow
10. Develop additional community services
11. Maintain database
12. Facilitate Support Group
13. Educate public and private providers
14. Public speaking
15. Maintain Kinship Newsletter
16. Document services provided

### Required Skills

1. Must fully accept the vision and mission of the agency.
2. Must be self motivated and able to manage a schedule of conflicting demands.
3. Must be child centered in approach to permanency planning.
4. Must be willing to take on any task that enhances permanency for a child or for children.
5. Must be able to form effective working relationships with children and families.
6. Must be able to work mandated flexible hours including evenings and weekends.
7. Must be able to coordinate a variety of service providers.
8. Must be comfortable working with groups and leading groups.
9. Must possess excellent interviewing skills.
10. Must have a working knowledge of the sources of behavior problems in children.
11. Must understand the counseling process.
12. Must be able to develop an excellent working relationship with the juvenile and probate courts.
13. Must be able to plan for the specific needs of families and children.
14. Must develop a working knowledge of agency and state policies and procedures
15. Must be meticulous and punctual in documentation.
16. Must have an awareness of and a commitment to the meeting of deadlines.
17. Must be able to work effectively in a team environment.
18. Must understand the urgency of and advocate for permanency for children.
19. Must be able to perform word processing and data entry using Windows software.
20. Must have a valid driver's license and have own transportation.

**Deadline:** Cover letters and resumes must be submitted in writing or by email to Ed Bell, [belle@odjfs.state.oh.us](mailto:belle@odjfs.state.oh.us), by July 15, 2010.