****

**JOB DESCRIPTION**

POSITION TITLE: Kinship Navigator

FLSA Designation: Non-Exempt

EEO Category: Professional

SOC: 21-1021

Last Reviewed/Updated: 01/04/2023

**Job Summary:**

This is professional position working with Kinship Caregivers (non-licensed relatives, non-licensed non-relatives and licensed level 1) to support placement stability. The position will provide outreach and consultation to kinship families and linking to supports and some prevention via Family Support Services to prevent placement disruption. This position reports to the Kinship Program Manager.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principles:** To provide a safe environment for all children. To maintain children in kinship care homes whenever safely possible. To respect the inherent dignity of children and families with permanency in mind. To individualize services to meet the needs of children and families.

**Competencies:** Commitment to using a strength-based, child-centered, family-focused practice with the ability to identify strengths and needs and engage the family in a strength-based assessment process. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential.  Command of the principles of permanency for children. Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* Assessment for needed services for kinship caregivers and children to stabilize placement and prevent disruption.
* Early linking with level 1 licensing and other services as identified to support placement stability through contacts early in placement and at least quarterly throughout the duration of the placement.
* Tracking completion of home studies for caregivers with kinship placements.
* Coordinate with Case Management Agency Staff to ensure that all safety concerns and appropriate services are offered in light current needs and historical strengths and needs of the children and family.
* Provide assistance to kinship caregivers in making Social Security representative payee applications for eligible children.
* Provide assistance to with Parent Needing Assistance intakes involving children in permanent guardianship status.
* Provide prevention management and service provision to prevent disruption. as necessary through Family Support Services.
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

**Core Principles:** To recognize that more can be done with communities and families as partners.

**Competencies:** Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems

**Core Function:**

* Identifies and understands what resources are available and builds and maintains effective working relationships with a network of systems.
* Finds creative and effective ways to advocate for clients.
* Offers support to co-workers.
* Participates on inter-and intra-agency work groups and activities.
* Provides supervision and consultation to kinship care families in need of information and referral services by receiving requests for services and directing to appropriate providers in the community or referring to PSF’s network of providers.
* Assisting caregivers with access to benefits via ACCESS, WIC, as well as other concrete needs through the resource centers and community agencies.
* Linking with support groups such as FAPA, Foster Florida, Unity Family Ministries.
* Assist caregiver in problem solving barriers including document access and applications for Social Security Income and Agencies for Person with Disabilities.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:** Commitment to ensuring accountability and a results-based orientation.

**Core Functions:**

* Reviews and updates caregiver contact information in FSFN including phone and email address.
* Tracking home study completion for non-licensed caregivers in Pkids and follow up with case management as necessary.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelors’ degree in clinical social work or a closely related field from accredited college or university.
* Proficiency in Microsoft Office Products (Word, Excel, PowerPoint; Outlook)
* Must have a valid Florida Driver’s License, have an acceptable driving record, and have access to reliable transportation.

PREFERRED:

* Motivational Interviewing Trained preferred.
* Child Protection Professional certification
* Three years of experience in a profession in the field of child protection

**Skills:**

* Knowledge of family safety and preservation.
* Knowledge of kinship laws and regulations in Florida.
* Knowledge of theories and practice of child protection, counseling, social work, investigations and family assessments.
* Knowledge of methods of compiling, organizing, and analyzing data.
* Skill in child protection, counseling, social work, investigations and family assessments.
* Ability to work independently and set priorities
* Ability to collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document work flow and other activities relating to the improvement of operational and managerial practices.
* Ability to maintain confidentiality of sensitive data
* Ability to communicate effectively.
* Ability to establish and maintain effective working relationships with others.
* Ability to use computer systems.
* Ability to conduct effective case staffings and other meetings.
* Ability to interact appropriately with families, community resources, service providers and other agency professionals.
* Ability to develop methods for monitoring and evaluating quality and effectiveness of service and compliance with rules, policies, and statutes.
* Team facilitation and leadership skills with demonstrated ability to partner with collaterals and service providers.

**Physical Requirements**

Sitting 50 %

Standing 05 %

Mobility (moving between internal offices) 35 %

Kneeling/Bending/Stooping 05 %

Reaching, overhead 05 %

Speaking  Yes   No

Hearing  Yes   No

Reading Comprehension  Yes   No

Ability to Lift and carry up to 30 pounds.

**Travel**

Same Day Occasional

Overnight Infrequent

Weekend and Nights Infrequent

Infrequent (2 to 3 times year)

Occasional (2 to 3 times Month)

Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name (Print) Supervisor’s Name (Print)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**