

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**KINSHIP NAVIGATOR**

**Department: Kinship**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The Kinship Navigator is responsible for working with Kinship Caregivers (non-licensed relatives, non-licensed non-relatives, and licensed Level 1) to support placement stability and providing 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.

**ESSENTIAL JOB FUNCTIONS**

* Performs assessments for needed services for kinship caregivers and children to stabilize placement and prevent disruption.
* Performs 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.
* Coordinates 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.
* Provides assistance to kinship caregivers in making Social Security representative payee applications for eligible children.
* Provides assistance to with Parent Needing Assistance intakes involving children in permanent guardianship status.
* 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 as needed.
* Participates on inter-and intra-agency work groups and activities.
* Provides consultation and assistance 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.
* Assists caregivers with access to benefits via ACCESS, WIC, as well as other concrete needs through the resource centers and community agencies.
* Links with support groups such as FAPA, Foster Florida, and Unity Family Ministries.
* Assists caregivers in problem-solving various barriers, including document access and applications for Social Security Income and Agencies for Person with Disabilities.
* Reviews and updates caregiver contact information in FSFN, including phone numbers and email addresses.
* Attends permanency staffings and provides feedback on requirements and eligibility for the Guardianship Assistance Program.
* Assists caregivers in completing initial paperwork and redetermination paperwork to be eligible for the Guardianship Assistance Program.
* Conducts kinship searches to locate possible relative and non-relative placements for children in care by referral and identifying child in licensed care including documenting all efforts.
* Assists case management in completing ICPC home study packets and gathering documentation needed for the packet.
* Identifies relative and non-relative placements out of PSF catchment area, discusses level 1 licensing benefits and requirements with caregivers, and assist case management in completing the OCS request.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Performs other related job duties as assigned.

*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.*

**QUALIFICATIONS**

**Education and Experience:**

Bachelor’s Degree in Social Work or closely related field or equivalent; and three (3) years of relevant experience in the field of child protection preferred; or an equivalent combination of education and experience.

**Special Qualifications:**

Motivational Interviewing Trained preferred.

Child Protection Professional Certification preferred.

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

* 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.
* Knowledge of the service population’s cultural and socioeconomic characteristics.
* Knowledge of Microsoft Office programs.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in child protection, counseling, social work, investigations, and family assessments.
* Skill in leadership and team facilitation.
* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Skill in the use of various types of office equipment (e.g., copier, fax, multi-line telephone system).
* Strong analytical and problem-solving skills.
* Ability to collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of operational and managerial practices.
* Ability to maintain confidentiality of sensitive data.
* 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.
* Ability to partner with collaterals and service providers.
* Ability to maintain a positive and reliable attitude concerning all aspects of working in a challenging environment, including significant patience and respect for children and families who can become quite demanding.
* Ability to be sensitive to cultural needs and willingness to serve as a positive member of a working team.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* Ability to prioritize multiple tasks and projects.
* Ability to work independently with minimal supervision.
* Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Manipulating: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. This position may require occasional same day travel. This position may require infrequent overnight or weekend and night travel.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace 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**

Partnership for Strong Families 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.

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

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**Employee Signature Supervisor’s Signature**

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**Date Date**