

**POSITION OBJECTIVE:** To serve as primary contact and support for Kinship caregivers during their navigation of the NWFHN System of Care. Assist families to meet their needs at the time of placement and initiate the licensing process with families. This position ensures timely background screenings are completed and renewed for all kinship families and provides administrative support to the Kinship program team.

**ESSENTIAL FUNCTIONS:**

- Contact family within 48 hours of receiving the referral to gather information regarding their needs.
- Meet with caregivers within five business days.
- Gather required information need for Unified Home Study and ongoing assessment.
- Maintain contact with all families on active caseload by means of home visits, office visits, phone contact or correspondence.
- Assist with DCF/ ACCESS applications with families to seek public benefits (cash assistance, food stamps and Medicaid).
- Complete ongoing referrals and assist with resources to the family.
- Refer families to community agencies to assist with meeting placement needs. Follow up to ensure needs have been met.
- Maintains ongoing relationships with organizations, individuals and providers that assist the program, and renews and expands those relationships.
- Maintain a listing of active Level I licensed caregivers.
- Responsible for communicating Kinship Program information and community event information to Level I licensed families.
- Ensure program newsletters are created as assigned by Supervisor.
- Ensure proper documentation of all activities in Florida Safe Families Network (FSFN) within 48 hours of activity.
- Develop and maintain a list of individuals, organizations and providers that may assist children and families (Businesses, Civic Groups, Schools, Neighborhood Associations and Faith Groups).
- Support children living with relative and non- relative caregivers to remain outside of foster care.
- Conduct in-state and out of state background checks for all caregivers, household and non-household members.
- Track background screening dates to ensure screenings do not expire.
- Manage and process mail and other correspondence as well as ensure licensed families receive welcome packets.
- Report any non-compliance with background screenings to Kinship Specialist and Supervisor.

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- Meet with Kinship Program Supervisor on a monthly or quarterly basis for supervision to review cases, training and professional development and program development.
- Participate in quality assurance reviews of the program services, outcomes and records.
- Kinship Navigators will provide assistance to counterparts in other areas, as needed and allowed, to ensure the timely licensing of families.
- Other related duties as assigned.

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

**QUALIFICATIONS:**

**REQUIRED:**

- High School Diploma

**PREFERRED:**

- Multiple forms of child welfare or child welfare related experience
- Prior experience with foster home licensing

**SKILLS:**

- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgment
- Ability to organize and prioritize work tasks
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- Ability to resolve conflicts in a professional manner
- Ability to make home visits and to travel
- Ability to set appropriate limits and boundaries with clients
- Knowledge of community resources
- Ability to work flexible hours as required
- Knowledge of professional ethics relating to child protection and counseling
- Skills in employing family-centered practice
- Ability to use and proficiency in computer software applications
- Ability to act decisively when necessary to protect clients

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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

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Name (print)

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Supervisor's Name (print)

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Employee's Signature

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Supervisor's Signature

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Date

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Date