

**FRC (FAMILY RESOURCE CENTER)  
KINSHIP/OUTREACH COORDINATOR  
JOB DESCRIPTION**

**Position Title:** FRC Kinship/Outreach Coordinator

**Program/Department:** FRC

**Immediate Supervisor:** FRC Director

**Work Schedule:** Full time

**Benefits:** Employee Health/Dental/Vision insurance and retirement plan

**DESCRIPTION:** The Kinship Outreach Coordinator will serve as the liaison between the FRC and community resources within each parish to determine the extent of primary needs. This position offers the opportunity to make a meaningful impact in the community while developing valuable skills in outreach and community engagement for Kinship families. The Kinship Outreach Coordinator should serve as an advocate for social service providers, courts, benefit providers, schools, medical providers, and faith-based organizations. This position will identify areas of under-referrals (clinics, schools, childcare) and develop working relationships for referrals and information sharing.

**JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE  
FOLLOWING:**

- The Kinship Outreach Coordinator must promote a positive and professional attitude to all VYJ employees, volunteers, business partners, and clients.
- Identify areas/communities within DCFS Region 8, and establish partnerships between public and private agencies, such as community-based or faith-based organizations, schools, and pertinent government agencies to increase knowledge of the needs of kin caregiver families and to promote better services.
- Provide community outreach by educating courts, DCFS, and community partners about kinship programming.
- Organize and coordinate meetings specific to the kinship population in order to create partnership in communities.
- Support kinship caregivers, groups, organizations and institutions with identifying assets and needs.
- Develop programs and educational materials for kinship care and deliver training on kinship issues to a variety of audiences.
- Invest in developing relationships with service providers in the community so families can be quickly and effectively connected to the support they need.
- Collaborate with local organizations to enhance outreach efforts.
- Prepares monthly activity summaries and other appropriate reports for program and grant requirements.

- Assist with community events for the purpose of sparking community organizing, interest and engagement.
- Provide outreach to families, including distributing, and updating relevant guides or outreach materials.
- Establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to each other
- Complete relevant and up to date training to assist kinship caregivers in caregiving and in obtaining benefits and services.
- Have extensive knowledge of community assets and resources, such as other programs, services, supports and activities outside of the FRC.
- Other duties as deemed necessary and appropriate by the FRC Director and Executive Director

**Qualifications:**

- Bachelor's degree in Social Work, Human Services, or related field of study or equivalent work experience working in social services, criminal justice, foster care, or other related field.
- Must be proficient in Microsoft Suite
- Must be well-organized, detail-oriented and able to prioritize tasks.
- Must be able to use computers for automated intake and full screening purposes, as well as for case tracking, analysis and reporting.
- Knowledgeable regarding eligibility and enrollment information for federal, state, and local benefits.
- Experience in case management and working with individuals and families in the community.