

FRC (FAMILY RESOURCE CENTER) KINSHIP NAVIGATOR JOB DESCRIPTION

Position Title: FRC Kinship Navigator

Program/Department: FRC

Immediate Supervisor: FRC Kinship Outreach Coordinator

Work Schedule: Full time

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

DESCRIPTION: The Kinship Navigator develops relationships to identify grandparents and caregivers who are caring for children in their home for the purpose of connecting them to supports and services to strengthen the family. Kinship Navigators provide individuals, families and relative caregivers with information about available resources and services specific to their needs and assists them in obtaining those resources.

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

Job Function:

- Must promote a positive/professional attitude to all Volunteers for Youth Justice employees, volunteers, business partners and clients.
- Respond to Kinship Navigator referrals promptly and connect with caregiver to conduct an assessment of needs for family.
- As needed, make initial contact with the family including meeting, providing assessments, and signing of consents.
- Identify appropriate resources for family and provide referrals to organizations to help caregivers make an informed choice for caring for children.
- As needed, provide individual visits to assigned families to provide personal instruction and develop support plans.
- Maintain case files to track referrals and services for caregivers and document qualitative stories and track quantitative data for reporting purposes.
- Perform coaching with families to support their self-directed goals and objectives.
- Assist with outreach to community stakeholders and organizations in order to inform others about services available to kinship caregivers.
- Assist individuals, families, and relative caregivers with accessing benefits and services including DCFS benefits, navigating school systems, transportation assistance, connection to the community, connection to mental, physical health services, etc.
- Have extensive knowledge of community assets and resources, such as other programs, services, supports and activities outside of the FRC.
- Assist caregivers with applying for public benefits such as Temporary Assistance for Needy Families (TANF) cash assistance, the Supplemental Nutrition Assistance Program

(SNAP), and Medicaid coverage for the child or children.

- Help agencies and providers to be responsive to the needs of kinship families while educating the families on how to navigate the system for needed support.
- Stay informed and knowledgeable by consulting with kinship caregivers, organizations that support or represent them, youth raised by kinship caregivers, relevant government agencies, and community-based or faith-based organizations involved in this work.
- Other duties as deemed necessary and appropriate by the FRC Kinship Outreach Coordinator.

Qualifications:

- Bachelor's degree or equivalent work experience with families
- Experience in case management and working with individuals and families in the community
- Ability to provide strength-based family support
- Knowledge of community services available to support families
- Ability to keep files and timelines organized and enter data in a web-based database with accuracy and in a timely manner
- Ability to work with diverse populations, demonstration culture and community awareness
- Ability to maintain boundaries and confidentiality of sensitive information
- Comfortable in visiting families in their homes and delivering support in a non-judgmental manner