

JOB DESCRIPTION

Title: KINSHIP NAVIGATOR, FAMILY FOSTER CARE

Reports to: INTAKE AND FAMILY FINDING SUPERVISOR, FAMILY FOSTER CARE

Location: 7 West Burnside Ave, Bronx, New York 10453

Hours: 35 Hours/Week; Exempt

Job Summary:

The Kinship Navigator will identify kinship resources for youth in foster care. The Kinship Navigator will act as the primary contact for kinship families, assisting and addressing the needs of the population, and assessing the impact of specific programming, systems, policies and procedures.

Major Duties:

- Develop and implement a needs assessment for potential kinship caregivers
- Partner with Intake Specialist to review and assess new referrals to the foster care program
- Attend initial family conferences for youth in foster care to identify potential kinship resources
- Integrate identification of kinship resources, including father engagement, during the initial 30 days of foster care placement
- Review the case record and interview child/youth, case planner and available family members to create a genogram to support the family finding process.
- Collaborate with staff to ensure all youth in the foster care program have been assessed for potential kinship placement.
- Perform diligent search efforts for appropriate kinship family and follow-up on all persons who know the child, have expressed an interest in the child, and/or have had a positive relationship with the child.
- Meet with family members and potential kinship resources to review the status of a permanent kinship placement for youth in foster care
- Work with youth and kinship resource to ensure preplacement visits are implemented
- Ensure kinship caregivers are referred to kinship services to access resources and supports available outside the formal foster care system
- Provide support to youth and kinship family, including home visits to ensure stability of kinship placements
- Meet with the youth and case planner on a monthly basis to review the progress of the kinship placement
- Work in conjunction with the Homefinding Department to train and certify new kinship homes as appropriate
- Document activities in Connections

- Attend training opportunities related to kinship care including, but not limited to: classroom training, online modules, and webinars,
- Submit monthly data regarding intakes, kinship placements and outreach activities.
- Effectively use Trauma Informed Practice in program service delivery
- Perform other duties as assigned

Qualifications:

- Bachelor's degree with two years post graduate experience required, MSW preferred.
- Flexibility to work evenings and occasional weekends
- Demonstrated ability to organize and manage multiple projects and cultivate relationships
- Expertise in providing family support/excellent customer service
- Computer literacy and efficiency with MS Office software
- Excellent verbal and written communication skills
- Bilingual (Spanish) a plus
- Must have a commitment to work from a strength based and/or youth development perspective.

General Requirements:

All staff are expected to be committed to the mission, vision and values of Good Shepherd Services, which includes involvement in quality improvement activities and a willingness to work within a culturally diverse environment.

Employee Signature: _____ Date: _____

Please Print Your Name: _____