



## **Friends of Foster Children**

### **Kinship Connections Coordinator**

**Position: This is an exempt hourly position**

#### **Primary Duties and Responsibilities:**

The program coordinator oversees the coordination and administration of all aspects of Kinship Connections, a program that supports relative caregivers and children who are in the child welfare system with the goal of maintaining and strengthening relative and non-relative placements.

#### **List Essential Duties/Functions**

##### **Tasks Associated With Kinship Connections Coordinator**

Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints.

Implement plan to relieve client of initial crisis and assist with the continual update and management of a community resource list.

Intake and assessment of clients' needs, liabilities and resources.

Advocate on behalf of and with clients to assist with community resources for food, rent, utilities, etc. Teach advocacy skills to the population served

Teach problem-solving skills to families who demonstrate the need for such services

Conduct timely follow-up and office visits with clients as outlined in program goals and objectives

Keep accurate, up-to-date records of all client contacts and follow-ups and complete relevant forms

Enter all client data accurately and in a timely manner into data systems.

Make appropriate referrals to other agencies to gain access to additional services clients may need.

Attend community meetings as assigned by supervisor

Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated.

Utilize appropriate administrative procedures to meet objectives set by senior management and community partners.

Plan and coordinate activities and support groups for relative care givers and non-relative caregiver families.

Prepare and maintain client records

Prepare weekly and monthly reports as determined by Program Director

All other duties as assigned

### **Position Requirements**

- Bachelor's degree in a related field with a minimum of one year experience in local child welfare working with foster families
- Ability to work in a team and effectively communicate with the staff, volunteers and community members
- Ability to organize, plan, implement and evaluate programs and activities of the program.
- Basic knowledge of foster care.
- Skilled in decision making and problem-solving.
- Strong written and oral communication skills.
- Must be able to work Monday- Friday 9-5 with the ability to work flexible hours if needed.
- Excellent interpersonal skills with the ability to relate well with persons from diverse socioeconomic and cultural groups.
- Reliable transportation and valid driver's license.
- Proficient in Microsoft Office Suite
- Ability to lift 30 lbs.

### **Minimum Qualifications**

Knowledge and level of competency commonly associated with the completion of a Bachelor's degree in a course of study related to the occupational field.