

## Wesley House Family Services

### Position Description

**Position Title:** Kinship Navigator Support and Licensing Specialist

**Department:** CBC/QA & Licensing Department

**Purpose:** Provide direct assistance to the Licensing Department in all aspects of recruiting, training, licensing and Kinship Caregivers.

**Reports To:** Foster Parent Coordinator

**Classification:** 1.0, FTE

#### Responsibilities:

- Train off site to implement the Kinship Navigator Evidence Based Program;
- Assist in drafting all policies and procedure to support EBP;
- Attend all QA & Licensing Team meetings and become familiar with all aspects of PRIDE, and other licensing activities;
- Train to deliver individualized PRIDE training;
- Complete initial home visits of all Kinship Caregivers and develop a Kinship Caregiver Support Plan that would include licensing steps or other steps needed to assist caregiver in receiving the maximum benefits;
- Assist in the organization of all licensing files of all Kinship Caregivers including creating a tracking system to send for all required approvals;
- Attend licensing home visits as requested to facilitate obtaining required documents and photos.
- Operate Fingerprinting equipment and process Kinship Caregiver fingerprints for prospective foster and adoptive families;
- Provide monthly home visits to active Kinship Caregivers to assist with any support and linkages to resources;
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

#### Performance Measurements:

- Completion of onsite training to implement the Kinship Navigator Evidence Based Program;
- Completion of drafting all policies and procedure to support EBP;

- Attendance at all QA & Licensing Team meetings and become familiar with all aspects of PRIDE, and other licensing activities;
- Completion of training to deliver individualized PRIDE training;
- Completion of initial home visits of all Kinship Caregivers and develop a Kinship Caregiver Support Plan that would include licensing steps or other steps needed to assist caregiver in receiving the maximum benefits;
- Completion of the organization of all licensing files of all Kinship Caregivers including creating a tracking system to send for all required approvals;
- Attend licensing home visits as requested to facilitate obtaining required documents and photos.
- Operating Fingerprinting equipment and process Kinship Caregiver fingerprints for prospective foster and adoptive families;
- Provide monthly home visits to active Kinship Caregivers to assist with any support and linkages to resources.

Qualifications:

- Bachelor's Degree or higher level of education and prefer one year of experience in Child Welfare.
- Excellent interpersonal skills
- Excellent organizational and coordination skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Excellent computer hardware and software skills including the use of Microsoft Office programs such as Word, Excel, PowerPoint and Outlook
- Willing to work a flexible work week, including at times Saturdays and evenings.
- Must have a valid driver's license and be willing to work throughout the Keys when needed.

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
Foster Home Licensing Specialist (Signature)

\_\_\_\_\_  
Foster Care Licensing Coordinator (Signature)

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Foster Home Licensing Specialist (Print)

\_\_\_\_\_  
Foster Care Licensing Coordinator (Print)