

Mission West Virginia Kinship Coordinator

The FrameWorks Kinship Navigator will work with relative and kinship families to ensure that they receive necessary services and appropriate resources. The primary goal is to ensure that all needs are met for relative/kinship families in as timely a manner as possible.

Essential Duties and Responsibilities

Same duties as Kinship Navigator but with smaller caseload. Duties and Responsibilities will include:

Receive daily reports of relative placements and complete needs assessment within 2 days of placement

Work with the Sanders Liaison to ensure that ESDST appointment occurs

Note if child placements are not entered and report appropriately to DHHR

Appropriately follow chain of command when addressing

Monitor cases for 90 days and note if payments are not made to kinship caregivers.

Maintain productive relationships with DHHR staff involved in relative and kinship placements

Attend FRN, coalitions, Summits and other regional and community meetings in order to learn local resources

Make appropriate referrals for families based on needs assessment. Refer to 211 and Legal Aid.

Distribute Kinship care guide and Legal Aid guide

Identify service barriers and report to DHHR and regional collaboratives and summits

Duties specific to the coordinator will include:

Directly supervises the Kinship Navigator in their region.

Monitor referrals and address any issues including adjusting caseload sizes and communicating with DHHR

Following chain of command to address identified barriers when the Navigator has exhausted their efforts.

Tracking DHHR issues such as placements not entered or kinship payments not processed.

Compile monthly and year end reporting, addressing barriers and a response plan to address service gaps.

Coordinate trainings by Legal Aid for DHHR and MWV staff

Job descriptions, duties and specifics may vary based upon changes with programs and funding sources and as pilot program evolves. Employment is grant-based/temporary.

Minimum Qualifications: Bachelor degree in a human service field with working knowledge of the foster care system required. Licensed social worker preferred. Good written and oral skills required.

Other Skills and Abilities: Ability to maintain professional working relationships with other team members and partnering agency. Must be computer literate with a working knowledge of Microsoft. Knowledge of FACTS system or ability to be trained in FACTS. Strong writing skills preferred. Networking skills and ability to seek out community connections. Ability to work with individuals from diverse cultural, ethnic and social groups. Demonstrated knowledge and ability to work independently and as a team member. Ability to manage time efficiently and meet deadlines.

Specifics: Reports to the FrameWorks director. Housed off-site. Ability to work from assigned office as well as home. Any telework arrangements will follow company policy. Cell phone and laptop provided. Must be able to attend semi-regular meetings at Hurricane office location. Statewide travel required, including some national and overnight travel. Must hold a valid driver's license and vehicle insurance.

Status: Full time. Salary. Exempt