



THE OHIO FAMILY CONNECTION
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JOB POSTING

OhioKAN Kinship and Adoption Navigator (Full-Time)

Department: Programs
Supervisor: Director of Programs
FLSA Status: Non-exempt
Telework: Partially remote available
Starting Hourly Rate: \$15.65 - \$20.96, depending on experience

Background of Organization: Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents); adoptive, kinship and foster care families; youth in foster care; foster care alumni; siblings; and the professionals who serve them. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption and child welfare practice, policy and law.

Position Description Overview of the OhioKAN Program: OhioKAN is an innovative statewide Kinship and Adoption Navigator Program that supports formal and informal kin caregivers and adoptive parents by providing information and referral services and assistance obtaining support services. Building on current and previous Ohio kinship navigator programs, OhioKAN is distinguished by its planned statewide implementation, broad population of families served, and provision for rigorous evaluation. OhioKAN builds the necessary community and systems capacity to support families and works directly with kinship and adoptive families to build confidence and connections.

OhioKAN is a statewide program organized into 10 geographic regions. Regional staff develop community capacity to deliver a service model designed to support formal and informal kin caregivers and adoptive parents to access human and social services, hardgoods, and other resources they need to achieve positive outcomes for themselves and the children in their home. Navigators support families to increase family resilience, improve family functioning, increase stability and improve family well-being.

Overview of the Kinship and Adoption Navigator Position: The Kinship and Adoption Navigator is a full-time position dedicated to supporting kinship caregivers and adoptive parents in accessing the services, resources, and social support they need to care for themselves and the children in their homes. The Kinship and Adoption Navigator reports to the Director of Programs and meets weekly with the OhioKAN Regional Coach for case consultation

and support in delivering OhioKAN services with fidelity. The primary functions of this role include providing direct services to families and children, participating in continuous quality improvement activities, community outreach, collaboration, and continued learning of emerging best practices in serving kinship and adoptive families.

Providing Direct Services

- Responds to inquiries about participation in the OhioKAN program, provides referrals, and follows up in a timely manner
- Partners with kinship and adoptive families to assess their needs, identify their goals, and provide individualized support services to achieve their goals
- Collaborates with diverse families and organizational partners with an empathetic strengths-based orientation that prioritizes dignity and respect
- In partnership with the Regional Director, builds and maintains relationships with public and private partners to support referrals
- In partnership with the Regional Coordinator, builds and curates a list of services and resources across the region to serve kinship and adoptive families
- Advocates alongside kinship and adoptive families for access to services to achieve their goals
- Organizes and hosts events for outreach, public education, and to support kinship and adoptive families
- Meets with the family at home, in the community or in partnering agencies to support the achievement of families' goals and accommodates families' schedules
- Continuous Quality Improvement (CQI) and Continued Learning
- Meets regularly with assigned OhioKAN Coach to monitor fidelity to the OhioKAN model, review cases, and set goals.
- Maintains a full and complete family record in the OhioKAN database as specified by the model and in procedure
- Identifies trends across cases and shares common barriers and facilitators that kinship and adoptive families are experiencing
- Participates in Learning Collaboratives to problem-solve and exchange knowledge with other Kinship and Adoption Navigator sites across the state
- Implements strategies as defined by the regional and statewide CQI plans and participates in CQI activities as assigned by the Regional Director

Qualifications

- Associate's or Bachelor's degree in Social Work, Public Health, Education, or related field preferred
- Experience working directly with families and/or case management experience preferred
- Lived experience as an adoptee or raised in a kinship family, kinship caregiver, adoptive parent or foster parent preferred

- Appreciation of adoption as a lifelong journey with an understanding of the constellation
- Culturally competent, sound judgment
- Strong relationship building and communication skills
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously
- Ability to work as part of a team
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn
- Must have a neat appearance
- Must have proficiency with computers, including Microsoft Office, Internet, and email

Other Requirements

- **Travel required, as needed. Must have access to own transportation.** Must have and maintain a clean driving record (driving background check conducted). Must have and maintain adequate automobile insurance coverage (proof of coverage required).
- **Background Check and Drug Testing:** The final candidate selected for the position will be required to undergo a criminal background check and drug test. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

Work Hours

40 hours per week. Willingness to maintain a flexible schedule, which may include after-hours appointment times for families.

Compensation and Benefits

Pay Range: \$15.65 minimum; \$18.27 midpoint; \$20.96 maximum. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, ancestry, familial status, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, disability, veteran status, military status, adoption status or any other characteristic protected by law.

To apply: Send resume and cover letter to HR-Dept@adoptionnetwork.org. First consideration will be given to applications received by Thursday, May 5 2022. Open until filled. Interviews will be conducted virtually. Given current circumstances, we will not be able to respond to all candidates.