



THE OHIO FAMILY CONNECTION  
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## Job Description

### OhioKAN Kinship and Adoption Navigator (Full-Time)

**Department:** Programs  
**Supervisor:** Executive Director  
**FLSA Status:** Non-exempt  
**Starting Salary Range:** \$32,000-\$36,000  
**Number of Hires:** 1

**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. Contingent on evaluation results, OhioKAN may establish a new evidence-based practice model that may be considered for federal payments under the Family First Prevention Services Act of 2018.

OhioKAN builds the necessary community and systems capacity to support families and works directly with kinship and adoptive families to build confidence and connections. Anticipated outcomes to be measured include greater family resilience, improved family functioning, increased stability and permanency for children, and improved child well-being.

OhioKAN is a statewide program organized into 10 geographic regions. Regional staff will develop community capacity to deliver a service model designed to support formal and informal kin caregivers and adoptive parents obtain the knowledge, social support, and access to the human services and resources they need to achieve positive health and wellbeing outcomes for themselves and the children in their care.

**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 case management to provide an appropriate level of support in achieving 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
- May, on occasion, conduct home visits at times and locations that accommodate families' schedules

### **Continuous Quality Improvement (CQI) and Continued Learning**

- Documents case-level data as specified by the OhioKAN model
- Identifies trends across cases and shares common barriers and facilitators that kinship and adoptive families are experiencing
- Participates in Learning Communities in order 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 degree required; Bachelor's degree in Social Work, Public Health, Education, or related field preferred
- Experience working directly with families and/or case management experience with diverse family situations, including adoptive, foster and kinship families, 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, in region consisting of Cuyahoga, Summit and Medina counties. 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 Information:** The final candidate selected for the position will be required to undergo a criminal background check. 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:** Competitive hourly rate. Benefits include employer-paid short-term and long-term disability insurance and life insurance; organization-provided health insurance with organization health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity.

**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](mailto:HR-Dept@AdoptionNetwork.org). First consideration given to applicants who apply by Friday, February 26, 2021. Open until filled. Interviews will be conducted virtually.