



Employment Opportunity
Butler County Educational Service Center

February 6, 2019

POSITION: Kinship Navigator

GENERAL DESCRIPTION: The Kinship Navigator will be responsible for locating and setting up resources for families who have custody or are caring for children that are placed with them.

QUALIFICATIONS:

- Bachelor degree required; Master's degree preferred.
- Two years relevant work experience.
- Knowledge of community resources and system operations.
- Strong commitment to families.
- Good organizational skills.
- Ability to work independently.
- Ability to work with a variety of people.
- Computer skills appropriate to position.
- Demonstrated attention to detail.
- History of good job attendance.
- Valid Ohio driver's license with good driving record with daily access to private insured vehicle during work hours.
- Ability to work outside normal work hours.
- Must pass criminal background check; drug and alcohol screening; be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Responsible for helping to identify families that may need assistance.
- Responsible for publicizing the Kinship Navigator Program to public, caregivers and appropriate agencies.
- Responsible for organizing training and support groups for Kinship Caregivers.
- Work with locally identified resources, which will include Legal, Child Care, Respite Care, Training, and Financial services.
- Compile the available resources into a guide and distribute to professionals and families.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan, maintain and complete all financial matters for the grant.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, and yearly).

- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.
- Answer program phones.
- Assess the needs of eligible caregivers using an assessment scale.
- Determine eligibility.
- Refer and/or provide linkage.
- Facilitate follow-up.
- Compile and disseminate program data/reports.
- Identify appropriate resources.
- Provide information regarding services available to Kinship families at the state and local level.
- Offer assistance as needed in accessing available services.
- Maintain an up to date mailing list of Kinship families.
- Contact Kinship families quarterly with Newsletters.
- Maintain an up to date list of community resources.
- Educate various professional organizations about the needs of Kinship families.
- Develop and make available a list of attorneys who specialize in family law and/or are willing to take on Kinship cases pro bono.
- Identify trainings that may be of interest to Kinship families.

OTHER DUTIES AND FUNCTIONS:

- Ability to work outside normal work hours.
- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures, public relations and state reporting.

Ability to: Interpret policies and procedures; follow instructions; communicate effectively; maintain files and reports; collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communications, and use of computer, copier, telephone system, printers, fax, typewriter and calculator.

EQUIPMENT OPERATED:

Computer, copier, telephone system, printers, fax, typewriter and calculator.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue, irritating chemicals, fumes.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff.

STARTING DATE: Immediately
SALARY: \$34,000 -\$38,000 based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full time – 220 days
DEADLINE: Until filled
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.