

## Job Description

**Title:** Kinship Care Navigator (KCN)  
**Reports to:** Director, Assessment Center  
**Classification:** Exempt, Salaried  
**Hours:** Full-Time  
**PAY RANGE:** \$40,000-50,000, depending on education and experience  
**Work Week:** Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)  
**Required to Transport Clients:** Yes  
**Required to Drive in the Course of Conducting Business:** Yes  
**Meets Policy Requirements for Company Cell Phone/Phone Stipend:** Yes

## Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth experiencing trauma. PP is committed to innovative approaches that will establish communities where children are safe, families are whole, and communities are strong. We offer residential foster care for teens, supportive community services for at-risk families, an array of youth homelessness services, and comprehensive assessment for children and families involved with the child welfare system.

Kinship caregivers often have needs centered around financial resources, childcare, legal services, and emotional support in order to safely maintain children in their relatives' or fictive kins' homes either as foster care alternatives or deferral from foster care. PP's Kinship Navigator program is a supportive community service designed to empower and equip kinship caregiver families regardless of formal involvement in the child welfare system. The Kinship Navigator Program (KNP) will provide a combination of advocacy, education, and support services to relatives and fictive kin caregivers in the Upstate, with priority given to Greenville County families. Relative and fictive kin caregivers providing full-time care for children may or may not be involved with the Department of Social Services, but they must be responsible for full-time caregiving responsibilities. The KNP provides case management, information, referral, and follow-up services to relative and fictive kin caregivers and links them to critical benefits and services. The focus of the program is to educate kinship families about relevant public assistance programs (federal, state, and local), provide hands-on assistance with accessing entitlements, and provide a supportive space for kinship caregivers to get to know and support each other. The goal is to equip and support families in achieving permanency for their families in whatever way works best for them.

## Position Summary

Under the general supervision of the Director of the Assessment Center, this role will deliver innovative, high-impact, high-quality services to families caring for a relative's or loved one's child. The KCN provides direct services to kinship families, including assessment for services, referrals for services, supportive listening, and support group facilitation. Key features of the KNP include incorporating the voices of those with lived kinship caregiving experience, collaborating with community partners, providing outreach and advocacy for kinship families, and assisting kinship caregivers with accessing the resources they need. The KCN manages the day-to-day operations of all KNP operations with attention to community outreach and collaboration, coordinating support group services, and emerging trends in child welfare policy. The KCN in coordination with the Assessment Center director is responsible for the successful operation of the program.

## Essential Functions of Position

*Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Help recruit for and process referrals from DSS and partner agencies.

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- Contact referred families, coordinate home visits, conduct assessments and make referrals to services to meet identified needs within 1 week of referral approval.
- Manage a caseload of up to 50 families
- Promote the KNP among local agencies and institutions, conduct outreach activities to educate the community about kinship care, collaborate with the development department to further community awareness around kinship care and recruit participants for kinship caregiver support group.
- Track follow-up and maintain case records accordingly to be reported on a weekly basis.
- Organize and facilitate support groups and family events.
- Research services and resources appropriate for relative caregivers and the children/youth in their care and maintain accurate information regarding available resources.
- Compile, maintain and report on the monthly, quarterly and annual program statistics for distribution to stakeholders and the public.
- Research best practices related to kinship care and relative caregiver support programs.
- Develop and maintain a thorough understanding of the needs of the kinship care population nationally, regionally and in the Upstate area.
- Participate in Pendleton Place Board of Directors program committee activities with support and in collaboration with the Assessment Center director as assigned.
- Support the annual and ongoing programs and services of Pendleton Place as needed.
- Assist the director in design and maintenance of the program in collaboration with partnering agencies to ensure implementation is in accordance with partnering agency program design to prepare for and execute (if necessary) program evaluation and demonstrate the program's effectiveness.
- Depending on the amount of interest and participants involved in the kinship navigator program, this role may be responsible for managing/supervising part-time support group facilitator to ensure continuity of service provision.

NOTE: Job duties will require frequent travel within the upstate and occasional travel within the area and the state.

## **Qualifications**

### Minimum Qualifications

- Bachelor's degree from an accredited university or college in a human services or related field
- 3+ years working in social or human services, child welfare, case management, or related field
- Knowledge of child maltreatment, trauma, ACEs, and general understanding child welfare policy
- Experience and familiarity with local human services and community-based organizations
- Excellent communication, organization, problem solving, time management, and follow-up skills
- Must be self-motivated, able to work independently, and demonstrate an ability to manage time and multiple tasks efficiently
- Ability to quickly and decisively adapt to changing situations and continue to progress toward goals and priorities
- Commitment to diversity and inclusion and ability to work with diverse clients
- Willingness/ability to treat all clients and staff with respect and dignity
- Satisfactory physical examination, criminal history check, driving record, and background check including the Child Abuse and Neglect Central Registry, SLED, Sex Offenders Registry, and DMV

### Desirable Qualifications

- LMSW or master's degree in education, psychology, or other social work/human services
- Experience with and/or comfort with public speaking and networking

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- Lived experience or familiarity with kinship caregiving
- Thorough knowledge of community resources and social service agencies in South Carolina's Upstate

<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*

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*Do not sign below unless a job offer has been made to you using this job description; signature not required for those making an application.*

I \_\_\_\_\_ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_