



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: KINSHIP AND ADOPTION
NAVIGATOR

DEPARTMENT: JOB AND FAMILY SERVICES
CHILDREN SERVICES DIVISION

WAGE RATE: \$22.24 – \$27.24

SCHEDULED HOURS: FULL-TIME

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 19, 2022

VISIT AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS
THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

POSITION TITLE: KINSHIP AND ADOPTION NAVIGATOR

INCUMBENT:

CLASS TITLE:

Department: Job and Family Services: Children Services Division	FSLA Status: Non-Exempt
Reports To: Director	Civil Service Status: Classified
Pay Range: 10	Employment Status: Full-Time
Probation: 365 Days	Lunch: Unpaid
Work Hours: 8:00 A.M. – 4:30 P.M.	

JOB RESPONSIBILITIES:

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 Foster Care Supervisor, 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.

The OhioKAN Navigator position is grant funded. The position will continue during the term that Warren County has a signed agreement with Kinnects and is receiving grant funds to support the position. Employee will be notified when funds will end and have the ability to apply for open positions within the department.

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

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

- Responds to inquiries about participation in the OhioKAN program, determines eligibility, 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 supportive services to achieve their goals
- Collaborates with diverse families and organizational partners with an empathetic strengths-based orientation that prioritizes dignity and respect
- Providing Direct Services
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES: (*indicates developed after employment)

KNOWLEDGE of: State Laws (Ohio Revised Code and Administrative Code) as it pertains to kinship ; Warren County Children Services policies, procedures and practices, confidentiality law, as well as the OhioKAN model, goals, and plans.

ABILITY to: Maintain a full and complete family record in the OhioKAN database as specified by the model and in procedure. Identify trends across cases and shares common barriers and facilitators that kinship and adoptive families are experiencing. Participate in Learning Collaboratives in order to problem-solve and exchange knowledge with other Kinship and Adoption Navigator sites across the state. Implement strategies as defined by the regional and statewide CQI plans and participates in CQI activities as assigned by the Regional Director

SKILLS in: Oral and written communication, organization, completing and composing clear, concise, and objective written reports, timely correspondence, and accurate form completion.

SIGNATURE

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

DRAFT