

Kinship Navigator

\$18.34 / hour or higher DOQ; Part-Time Temporary Position available (up to 28 hours / week)

Position is responsible for providing support and assistance to the relatives of children who are not involved in a foster care or adoptive placement by assessing needs and arranging necessary services to provide support, education and information to identified relative caregivers. Duties may be performed outside normal working hours and includes telework.

Responsibilities:

- Provide in-depth information and education regarding resources available to meet the basic needs of the children for whom the relatives are caring for.
- Participate in both outreach and education activities to establish a more formalized network of support for local kinship caregivers, such as the establishment of a regional Kinship Resource Council.
- Assist in the development of an information and referral system to assist kinship caregivers and youth, such as information packets, a referral database, and other tools to support kinship providers and convey information on available resources.
- Develop partnerships with and provide in-service training to community agencies who may interact with relative caregivers.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in human services or related field and some related human services experience; experience working with kinship caregivers preferred.
- Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of local services and resources including schools, courts, and mental health agencies, as well as child welfare issues and regulations, child development and family dynamics; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to analyze and use judgment in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents; partner with families to enhance the safety, stability, and well-being of kinship families through advocacy, education, and community collaboration.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>