

**Position Title:** Kinship Care Case Coordinator

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

**Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

**SUMMARY:** Provides intensive home visiting services to caregivers in Madison and Chenango Counties who have non-biological children residing in their care. Relationships may be formal through legal custody, or informal relationships with no court ordered relationship. Families with guardianship, foster care or kinship foster care, and/or adoption will not be supported through this position. The Care Coordinator will help strengthen family functioning, coping skills as well as self-sufficiency through an individualized family support plan that utilizes and links to community resources. The Case Coordinator will also perform outreach to the community and additional attention to families through a variety of support groups.

**Job Responsibilities:**

Provides short term home visiting services for a minimum of 25 families per program year, as referrals are received and assigned by supervisor. The Case Coordinator will provide home visiting services and community visits, and will work with a total of 6-8 families at a time depending on the level of need for each family.

The Case Coordinator will be responsible to perform outreach throughout Madison and Chenango Counties through informational meetings with local service agencies and community coalition groups. Close partnerships would be maintained with the Local Department of Social Services, school districts and a LCSW for Behavior Specialist support.

The Case Coordinator will be responsible to attend all intake and discharge meetings for the Kinship Care Program. They will make referrals to other services and community partners, be available to the family in between visits by phone and will arrange visits at times convenient to participants, which may at times include evenings. The Case Coordinator can be available in-office for family needs, meetings and referral assistance, as an additional support. The position may also include linking caregivers to transportation in order to attend important meetings or appointments.

Home visiting services would focus on identifying and improving upon family-identified needs and promoting family strengths. Focus areas may include program curriculum material, bullying, drug

use/abuse and manufacturing, trauma, poverty, incarceration, family member roles and relationship building, parenting and discipline, self-advocacy and positive communication.

In addition to home and community visits, the Case Coordinator will plan, organize and facilitate or co-facilitate a total of 8 support or education groups per month.

**Qualifications:**

- A Bachelor's Degree at minimum in Social Work, Psychology or Human Services, or a bachelor's level degree in any field with at least two (2) years of case management experience. A preference for a Master's Degree in the above provided fields.
- A preference for someone with experience working with kinship families as well as with families experiencing chronic stress, poverty, childhood trauma and Adverse Childhood Experiences (ACE's).
- Prior experience with Parental Stress Index, Self-Sufficiency Matrix, ACE questionnaire, household budgeting and goal planning preferred.
- An ability to read and report to the family information found on a child's IEP or other related educational plans or documents.
- An ability to read and explain court documentation to caregivers to ensure that they understand their permanency status, visitation requirements and related.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.
- Must be able to navigate various terrains as related to the requirements of the position in regards to home and community visits.
- Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.