

Job Description

Area Office on Aging of Northwestern Ohio, Inc.

Position Title: Kinship Navigator

Classification: Non-Exempt, Full-Time Professional

Function: Carry-out the information and referral portion of the Kinship Navigator Program for Lucas County, Ohio. Conduct community assessments and outreach initiatives. Assist in facilitation of Kinship Navigator Program events like Kinship Support Groups, Summer Series, educational workshops, and other services as needed.

Supervision: The Kinship Navigator reports to the Kinship Navigator Program Supervisor.

Essential Functions:

1. Document all incoming referrals and new caregiver inquiries.
2. Provide information to relative caregivers about community resources.
3. Submit weekly statistics to Kinship Navigator Program Supervisor.
4. Complete caregiver initial intake assessment and follow-up assessment; document contacts in case notes in SAMS electronic database.
5. Complete daily status calls to caregivers, to provide support and information services by offering appropriate community resources based on caregiver needs, and document in case notes in SAMS electronic database.
6. Assist with the development and facilitating programming for Kinship Clubs, special events and educational workshops.
7. Be sensitive to needs of kinship families and utilize a trauma informed approach when assisting caregivers.
8. Develop and implement a method to evaluate programming that is provided. Promote the program through community outreach activities to potential clients, social services agencies, and the public.

Area Office on Aging of NW Ohio, Inc.

Kinship Navigator Program

Kinship Navigator Position Description – Revised 5/2004, 1/2008, 1/2023

9. Collect feedback through program survey data and evaluate programming that is offered.
10. Computer skills: experience with utilization of electronic records, programs such as Outlook, Excel, Word, PowerPoint, and Adobe, and the ability to create program flyers, annual calendars, and quarterly newsletters using Canva.
11. Regularly performs general clerical work such as mailings, filing, assembly of informational packets, and record maintenance.
12. Position requires driving for related duties such as outreach, events, training, and occasional delivery of items to caregivers, etc.
13. Maintains confidentiality and follows the established AOoA confidentiality HIPAA procedures.
14. Represent the agency at seminars and workgroups as requested, including evening hours.
15. Develop and maintain relationships with appropriate social service agencies and community resources through written and verbal communications.
16. Maintain reliable transportation, insurance, valid driver's license and the ability to satisfactorily undergo a Motor Vehicle Record check (MVR) on at least an annual basis.
17. Perform other tasks as required by the President/CEO, Vice President, Kinship Navigator Program Coordinator, or other assigned supervisor.
18. Position is contingent upon availability of funding for the Kinship Navigator Program.

Qualifications: Bachelors' in social services, education, gerontology, or related human services field, plus 2 years of related experience.

Special Requirements and Conditions: This position requires a criminal background check and drug/alcohol screening. Position requires lifting, pushing, pulling, reaching, bending, squatting, standing, and walking at times. Position requires extensive keyboarding and typing on a computer.

This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of this position. This position description and/or job vacancy notice is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.

Area Office on Aging of NW Ohio, Inc.

Kinship Navigator Program

Kinship Navigator Position Description – Revised 5/2004, 1/2008, 1/2023