

**VOLUNTEERS OF AMERICA ALASKA
PUBLIC HEALTH & PREVENTION DEPARTMENT
POSITION DESCRIPTION**

Position Title: Kinship Navigator
Reports To: Program Manager
Direct Report(s): None
Salary: \$24 - \$26 / hr

Objective

This position is a resource for relatives raising children in Alaska, as well as service providers who work with those families. Under supervision, this position will expand support services for relatives raising children in Anchorage and Kenai. This position is required to engage adults and children in the planning process for services that impact their health and wellbeing, (i.e. linking to services, respite, support groups, skill building, etc.).

Essential Functions, Duties & Responsibilities

Duties and Responsibilities

This position will build positive relationships with relatives who are raising children (referred to as Kinship families) and to assist, when necessary, in connecting them with services that empower them to continue caring for the children. Regular duties and responsibilities include:

- Develop a strong working relationship with relatives raising children and be a support for them;
- Assess the unique needs of kinship families;
- Describe factors affect the health of the community;
- Identify and describe assets and resources that can be used to improve the health of kinship families;
- Collaborate with service providers and coordinate with multiple service agencies;
- Organize, coordinate and facilitate support groups;
- Participate in Trauma Informed Care trainings;
- Assist in the development of an Information Guide for Kinship families;
- Assist in the development of a marketing plan for Kinship resources;
- Link kinship families to resources that will improve health (utilities, rent, clothing, food, furniture, health and mental health needs, etc.);
- Occasionally provide community-based respite activities for caregivers;
- Submit program reports to the Program Manager for federal reporting;
- Contribute to the development of program goals and objectives;
- Apply strategies for continuous quality improvement.

Other duties include:

- Travel out of Anchorage for meetings and occasionally out of Alaska for trainings;
- Disseminate information about VOA programs and services;
- Participate in professional development opportunities;
- Contribute to the program newsletter and as well as VOA materials.

Knowledge, Skills and Abilities

- Bachelor's degree in social work; or a similar field with experience in case management and coordination of services, or two years' experience in social work or a similar field with experience in case management, coordination of services and community service.
- Experience using strength-based case management and either knowledge of Trauma Informed Care or willingness to be trained;
- Communicate in writing and orally with linguistic and cultural proficiency;
- Excellent interpersonal skills;
- Ability to take initiative on new projects;
- Proficiency with Microsoft Office Suite (Word, Excel, and Access) as needed;
- Ability to work flexible hours (including days, evenings, and some weekend hours).

CONDITIONS OF EMPLOYMENT

1. Auto insurance coverage in accordance to agency requirements (if needed).
2. Must pass the State of Alaska Background check in accordance with agency requirements;
3. Alaska Driver's License, with clean driving record in accordance with agency requirements;
4. Must be punctual and reliable;
5. Available for days, evenings, and some weekend hours;
6. Current CPR and First Aid preference (will train).

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____