



Kansas Family Advisory Network is a 501(c)3 Faith Based Outreach Ministry

Position: Family Engagement Supervisor/Special Parent Advocates

The Family Engagement Supervisor is responsible for development and management of the Kinship Navigator Program. The Kinship Navigator Program provides services and supports for relatives raising children in Kansas. The Family Engagement Supervisor supports the overall program performance and provides leadership to agency staff. This position will reach out to stakeholders throughout the state who are invested in kinship services with a focus on strengthening resiliency factors, community advocacy, and family wellness.

*The Family Engagement Supervisor position is designed for a person who has a love and passion for helping the families of Kansas.

Essential Skills

Policy Development/Program Planning skills

- Assist with the continuous development of Family and Kinship Navigator Policies and Procedures
- Assist in the development of agency short, intermediate and long-range plans and goals
- Assist with the implements organizational and system-wide strategies for data collection and continuous quality improvement
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Provides information to the responsible agency on all matters related to the child/family.

Cultural Competency Skills

- Ensures that there are strategies for interacting with people from diverse backgrounds
- Ensures the consideration of the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of prevention and intervention services.

Assessment Skills

- Ensure supervisors and staff conducts and coordinates client assessments.
- Integrates findings from data into organizational operations

Community Dimensions of Practice Skills

- Maintains a close working relationship with executive director, staff, public and private agencies involved in providing Family and Kinship Navigator services/support
- Assists in organizing local area parent trainings, support and focus groups and meetings
- Conducts program orientation and on-the-job training of staff assigned to the area
- Participate in local and statewide DCF and other community meetings and/or trainings
- Evaluates the effectiveness of community engagement strategies on prevention and intervention policies, programs and resources regarding kinship and families

Supervision of Employees

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with interviewing, hiring and training employees; planning, assigning and directing work; monthly supervision with staff, appraising performance; addressing complaints and resolving problems.

Duties & Responsibilities

- Assist in the operation and the continuous development of the Family & Kinship Navigator Program
- Assists in the continuous development and attainment of program goals, reviews program performance and implements needed changes
- Speak locally and statewide on behalf of KFAN, families, kinship caregivers and their families
- Responsible for working with urban and rural community agencies and funders regarding family and kinship services
- Assists Executive Director with grant writing as needed
- Attends statewide and community meetings
- Ensures cultural responsiveness, strength-based focus and evidence-based/evidence-informed practices are adhered to
- Ensure local area is meeting grant requirements and completes monthly reports in accordance to expectations of grants
- Ensure staff, volunteers and practicum students are all trained and knowledgeable of every aspect of the Family and Kinship Navigator Programs
- Ensure staff follow the agency policies and procedures
- Ensure all staff maintain client confidentiality and safeguard client rights
- Ensure credentials are upheld to maintain position requirements

Other Duties – ½ Time Special Parent Advocate

- Carry a part time caseload of clients
- Assist with support groups and parent trainings
- Attend case plan meetings, court, and other meetings with clients
- Connect clients with local community resources as needed
- Perform other duties as assigned.

Knowledge and Experience

- Bachelors' or Masters' degree in a human service, social work, counseling or a related field *preferred but* will take into account experience in working with families.
- Working knowledge of child welfare field.
- Working knowledge of community-based interventions as well as statewide interventions.
- A minimum of two years of experience with working with families, preferred
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills.
- Ability to work flexible hours (including days, evenings and some weekend hours).
- Ability to travel throughout Kansas.
- Experience in community outreach and support.

**Position is to be assumed open until filled.*

*Resumes, references, cover sheets and/or inquiries are to be sent to: **Nina@kfaninc.net**.