



## Duet | Kinship Care Services - Family Support Coordinator

### *Position Description*

<b>Last Updated:</b>	March 25, 2022
<b>Title:</b>	Kinship Care Services – Family Support Coordinator (This position is funded for two years with a goal to make it permanent.)
<b>Supervisor:</b>	Kinship Care Services Manager
<b>Position Description &amp; Scope of Work:</b>	<p>The Family Support Coordinator is a full-time, entry level position providing support, connection to community resources, and tools to strengthen protective factors to kinship caregivers – most often grandparents raising grandchildren (with occasional assistance to family caregivers and homebound adults) – elevating their ability to care for their vulnerable loved ones and themselves.</p> <p>The Family Support Coordinator will provide coordinated case management services through: rapport building, continual contact, supporting clients with identifying strengths and areas of improvement in their protective factors, developing SMART goals in collaboration with the clients, and connecting clients to resources in the community needed to meet basic needs. The Family Support Coordinator will also conduct community outreach to potential referral sources and identify community resources for clients.</p>
<b>Salary Range:</b>	\$20.00-\$22.00 per hour; non-exempt/hourly
<b>Essential Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide case coordination for a caseload of 1:25 (subject to change).</li> <li>2. Conduct intakes and document oversight assessments for kinship families.</li> <li>3. Create service plans which are person centered, and document progress notes and all required documentation in the Kinship Care Services database accurately and in a timely manner.</li> <li>4. Provide high quality information and referral services.</li> <li>5. Plan educational sessions for Spanish speaking grandfamilies.</li> <li>6. Facilitate Spanish speaking support groups and develop new ones as needs dictate.</li> <li>7. Maintain statistics; complete and submit reports on a timely basis as required internally and by funding sources.</li> <li>8. Design and implement a community outreach plan including presentations, community fairs, networking meetings, and visits to potential referral sources.</li> <li>9. Continuously identify new referring sources and strengthen community partnerships to increase number of grandfamilies served.</li> </ol>

	<p>10. Attend recreational activities and outings for Spanish speaking grandfamilies, as needed.</p> <p>11. Carry out additional duties/initiatives as assigned.</p>
<b>Highest Priority Personal Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal, non-verbal communication skills.</li> <li>▪ Interpersonal skills and conflict management skills.</li> <li>▪ Able to manage time well.</li> <li>▪ Organized, with utmost attention to written detail for documentation purposes.</li> <li>▪ Self-motivated with the ability to manage multiple projects at a time.</li> <li>▪ Flexible, reliable, and trustworthy.</li> <li>▪ Committed to Duet’s mission and sensitive to diverse backgrounds.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in social work or related human service degree required.</li> <li>▪ Bilingual in English and Spanish required.</li> <li>▪ Minimum one year experience in case management required.</li> <li>▪ Ability to recognize family, client strengths, and to state strengths in functional terms.</li> <li>▪ Leadership, facilitation, and teaching skills.</li> <li>▪ Knowledge of family strength techniques and approaches to identify the family’s underlying and unmet needs.</li> <li>▪ Knowledge regarding community resources and the multiple systems that impact kinship caregivers.</li> <li>▪ Knowledge of child welfare systems and policies.</li> <li>▪ Arizona Level 1 Fingerprint clearance card, required upon hire.</li> <li>▪ Flexibility; some activities will be held on weekends and evenings.</li> <li>▪ Ability to lift 30 pounds.</li> <li>▪ Valid driver’s license, current registration, and auto insurance.</li> <li>▪ Computer skills required.</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Vacation, sick, personal time, and holiday time off</li> <li>▪ Health and Life insurance</li> <li>▪ Retirement plan contributions</li> <li>▪ Mileage reimbursement</li> </ul>
<b>About Duet:</b>	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies.</p> <p>Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p>
<b>Work Location:</b>	<p>10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix, AZ 85051</p>
<b>To Apply:</b>	<p>Please email resume and cover letter to: <a href="mailto:dominguez@duetaz.org">dominguez@duetaz.org</a></p>