



Duet | Bilingual Kinship Care Manager

Position Description

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| Last Updated: | May 15, 2023 |
| Title: | Bilingual Kinship Care Manager |
| Supervisor: | Kinship Care Services Director |
| Position Description & Scope of Work: | This full-time, 40 hour per week position will support Duet’s Kinship Care Services area. This position will provide support, connection to community resources, and tools to strengthen protective factors to kinship caregivers – most often grandparents raising grandchildren– elevating their ability to care for their vulnerable loved ones and themselves. The position will also carry out existing and new kinship care services, focusing on Spanish-speaking families, resulting in improved well-being to hundreds of caregivers each year. As with all Duet Staff, this position will strive at every opportunity to promote organization goals and values. |
| Salary Range: | \$24.00 per hour; non-exempt/hourly |
| Essential Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Provide case coordination for a caseload of 1:25 (subject to change). 2. Conduct intakes and document oversight assessments for kinship families. 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. 4. Discuss the service plan with the family on an ongoing basis. 5. Effectively track kinship families to ensure desired outcomes and objectives are met. Document all work on case within 48 hours in designated data system. 6. Serve as liaison for Duet with case management agencies, community service providers and kinship caregivers regarding support and services needed and available. 7. Provide high quality information and referral services. 8. Plan educational sessions for Spanish speaking grandfamilies. 9. Facilitate Spanish speaking support groups and develop new ones as needs dictate. 10. Maintain statistics; complete and submit reports on a timely basis as required internally and by funding sources. 11. Design and implement a community outreach plan including presentations, community fairs, networking meetings, and visits to potential referral sources. 12. Continuously identify new referring sources and strengthen community partnerships to increase number of grandfamilies served. 13. Attend recreational activities and outings for Spanish speaking grandfamilies, as needed. 14. Carry out additional duties/initiatives as assigned. |

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| <p>Highest Priority Personal Attributes:</p> | <ul style="list-style-type: none"> ▪ Excellent verbal, non-verbal communication skills. ▪ Interpersonal skills and conflict management skills. ▪ Able to manage time well. ▪ Organized, with utmost attention to written detail for documentation purposes. ▪ Self-motivated with the ability to manage multiple projects at a time. ▪ Flexible, reliable, and trustworthy. ▪ Committed to Duet’s mission and sensitive to diverse backgrounds. |
| <p>Qualifications:</p> | <ul style="list-style-type: none"> ▪ Bachelor’s degree in social work or related human service degree required. ▪ Bilingual in English and Spanish required. ▪ Minimum one year experience in case management required. ▪ Ability to recognize family, client strengths, and to state strengths in functional terms. ▪ Leadership, facilitation, and teaching skills. ▪ Knowledge of family strength techniques and approaches to identify the family’s underlying and unmet needs. ▪ Excellent knowledge of community resources and the multiple systems that impact kinship caregivers. ▪ Knowledge of child welfare systems and policies. ▪ Arizona Level 1 Fingerprint clearance card, required upon hire. ▪ Demonstrate flexibility in working with families, by scheduling meetings, appointments, and events at times convenient to program participants. ▪ Maintain a positive working relationship with co-workers, clients, and community partners, returning all phone calls and emails within 24 hours. ▪ Ability to lift 30 pounds. ▪ Valid driver’s license, current registration, and auto insurance. ▪ Computer skills required. |
| <p>Benefits:</p> | <ul style="list-style-type: none"> ▪ Vacation, sick, personal time, and holiday time off ▪ Health and Life insurance ▪ Retirement plan contributions ▪ Mileage reimbursement |
| <p>About Duet:</p> | <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> |
| <p>Work Location:</p> | <p>10000 North 31st Avenue, Suite D200 Phoenix, AZ 85051</p> |
| <p>To Apply:</p> | <p>Please email resume and cover letter to: dominguez@duetaz.org</p> |