

## Job Posting

**Position Title:** Kinship Case Coordinator

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

### Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1986, the agency provides services in Madison, Herkimer and Oneida counties. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

### Summary:

The Kinship Caregiver Program provides support and assistance to caregivers in Madison and Chenango Counties who have non-biological children residing in their care. Relationships may be through legal custody, or informal relationships with no court ordered relationship but not foster care. The Care Coordinator will help strengthen family functioning, coping skills as well as self-sufficiency through an individualized family support plan that utilizes and links to community resources. The Case Coordinator will also perform outreach to the community and additional attention to families through a variety of support groups.

### Job Duties:

- The Case Coordinator will provide short-term case management services to 6-8 families through a variety of means. They will develop individualized family goal plans, make referrals to other services and community partners, link families to other services and complete intake and discharge documentations. Case management will be conducted through home visits, Zoom/remote meetings and community visits as appropriate.
- The Case Coordinator will perform outreach throughout Madison and Chenango Counties through meetings with local service agencies and community coalition groups. Close partnerships would be maintained with the Local Department of Social Services and school districts.
- Case management services would focus on identifying and improving upon family-identified needs and promoting family strengths. Focus areas may include program curriculum material, trauma, poverty, family member roles and relationship building, parenting and discipline, self-advocacy and positive communication.
- In addition to home and community visits, the Case Coordinator will assist to plan, organize and facilitate or co-facilitate support and education groups every month.

### Qualifications and Skills:

- A Bachelor's Degree at minimum in Social Work, Psychology or Human Services, or a bachelor's level degree in any field with at least two (2) years of case management experience.
- A preference for someone with experience working with families experiencing chronic stress, poverty, childhood trauma and Adverse Childhood Experiences (ACE's).
- Prior experience with Parental Stress Index, ACE questionnaire, and goal planning preferred.
- An ability to read and report to the family information found on a child's IEP or other related educational plans or documents.

- An ability to read and explain court documentation to caregivers to ensure that they understand their permanency status, visitation requirements and related.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AE.