

**MICHIGAN STATE UNIVERSITY SCHOOL OF SOCIAL WORK  
KINSHIP CARE RESOURCE CENTER**

**KINSHIP NAVIGATOR JOB POSTING**

**JOB SUMMARY:**

The Kinship Navigator is responsible for providing direct support and guidance to prospective and current kinship families caring for children in Michigan. The Kinship Navigator helps to provide support to kinship caregivers and to navigate them to public benefits, services or tangible items needed to assist in promoting both the health and well-being of the children in their care and themselves. This role also works with service providers and community groups, coalitions, and organizations who interact with kinship families.

**LOCATION OF WORK:** MSU Campus, East Lansing, Michigan

**HOURS:** This is an on-call, hourly position requiring 19 hours a week. This position cannot exceed 19 hours Monday- Friday.

**PRIMARY CLIENTS SERVED:**

Families identified as relative caregivers providing primary care for children ages 0-17.

**REQUIREMENTS:**

- Kinship Care Navigators must have successful kinship caregiving experience as a kinship care provider of a minor child.
- High school diploma or equivalent.
- Experience and comfort using Microsoft Office products, email, internet, fax, and scanner.
- Knowledge of child welfare policy and procedures.
- Involvement in local kinship care community and groups.
- A valid Michigan driver's license.
- Central Registry Clearance documenting that there is no record of child abuse or neglect.
- Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check.

**ESSENTIAL FUNCTIONS:**

- Communicate in a clear and supportive manner.
- Identify resources available to kinship caregivers of children statewide.
- Serves as initial contact with families to gather and provide relevant referrals and information.
- Research and share resources with the team, kinship families, and service providers.
- Collect appropriate assessment information for the team.
- Monitors ongoing referrals and resources to the families.
- Participate in program evaluation activities.
- Coordinate with internal and external stakeholders of the program as required.

- Maintains ongoing relationships with organizations, individuals, and providers that assist the program, and renews and expands those relationships.
- Ensure proper documentation of all activities and use of program resources as outlined in University, School, and program policy and procedures.
- Develop and maintains a web-based resource database of individuals, organizations, and providers that may assist children and families served by the program.
- Work both independently and as part of a multi-disciplinary team to meet the needs of children and families.
- Travel to and represent the Kinship Care Resource Center at community organizations, schools, groups, resource fairs, and events where kinship families are likely to be in attendance.
- Encourage and empower kinship families in a non-judgmental and professional manner.
- Perform other related duties as assigned

**Instructions for application:**

1. Email resume and cover letter to [brockm@msu.edu](mailto:brockm@msu.edu).
2. In the subject line, please type: **Kinship Navigator**.
3. Candidates will be contacted by July 10. In-person interviews will be conducted on July 12 or July 15.