



**Title:** Regional Coordinator, OhioKAN Program

**Reports to:** Regional Director

**Job Location:** Remote

**Benefits:** Health, Dental, Vision and Retirement, Paid Time off, Holidays

**Date Posted:** July 2022

### **Overview of Kinnect**

Kinnect is a private non-profit that was founded in 2005. Kinnect leverages its leadership expertise to design programs, products and services that transform the child welfare system. Kinnect leads innovation to reduce the time that children spend in the child welfare system and to prevent entry into the child welfare system. Kinnect achieves this by partnering with organizations to transform beliefs, values and actions to ensure permanent families for all children in the shortest time possible. We believe that childhood is a fundamental human right and that all children deserve permanent families. We believe that every day that a child is in foster care, separated from their kin and community is a day in crisis. We embrace hope, possibility and innovation and we treat everyone with dignity and respect.

### **Overview of the OhioKAN Program or Kinnect to Family Program:**

OhioKAN is an innovative statewide Kinship and Adoption Navigator Program supporting formal and informal kin caregivers and adoptive parents by providing information and referral services and assistance obtaining support services. Building on current and previous Ohio kinship navigator programs, OhioKAN is distinguished by its planned statewide implementation, broad population of families served, and provision for rigorous evaluation. Contingent on evaluation results, OhioKAN may establish a new evidence-based practice model that may be considered for federal payments under the Family First Preservation Act of 2018.

OhioKAN builds community and systems capacity necessary to support families and works directly with kinship and adoptive families to build confidence and connections. Anticipated outcomes to be measured include greater family resilience, improved family functioning, increased stability and permanency for children, and improved child well-being.

OhioKAN is a statewide program organized into ten geographic regions. Regional staff will develop community capacity to support the work and deliver a service model designed to support formal an informal kin caregivers and adoptive parents in obtaining the knowledge and

social support to access to the human services and resources they need to achieve positive health and wellbeing outcomes for themselves and the children in their care.

### **Position Summary**

The Regional Coordinator is a full-time position dedicated to supporting implementation by coordinating within one of OhioKAN's 10 service delivery regions. The Regional Coordinator reports to the Regional Director, supports Coaches within their region, and collaborates frequently with OhioKAN staff from other regions and the statewide team. The primary function of this role include administrative support to the region, coordinating regional communications and events, and managing data and program records.

### **Essential Functions:**

#### **Skills and Competencies:**

##### **Administrative Support**

- Supports the Regional Director in achieving programmatic goals
- Takes clear comprehensive notes of regional meetings and trainings
- Manages communications with and scheduling of the Regional Advisory Council
- Coordinates meetings with internal and external stakeholders
- Ensure regional staff have adequate supplies and equipment
- Responds to inquiries from prospective OhioKAN program participants and provides referrals as needed

##### **Regional Communications and Event Coordination**

- Coordinates regional trainings and learning communities in partnership with staff from other regions
- Schedules, organizes, and staffs regional meetings and other regional events (e.g. trainings and outreach events)
- Creates and regularly updates a list of community events and service providers across the region
- Maintains regular communication with ODJFS, the Program Director, and Program Coordinator

##### **Data and Records Management**

- Maintains regional records and fiscal reports
- Maintains orderly and complete program records including MOU's, training/program materials and notes from OhioKAN programmatic activities
- Facilitates communications related to the evaluation and ensures data entry and CQI processes take place as scheduled
- Enters data and runs reports in the OhioKAN Database

**Education/Qualification:**

- Bachelor's degree preferred
- Related experience using databases strongly preferred
- Experience maintaining an internal SharePoint site and a high level of proficiency in Microsoft Office strongly preferred

**Working Conditions:**

- TRAVEL REQUIRED, AS NEEDED. MUST HAVE ACCESS TO OWN TRANSPORTATION.
- Background Check Information: The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.
- This job generally operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.
- This job requires occasional overnight travel in the state of Ohio
- Ability to work within an office environment and have regular interaction via telephone, teleconference, text and email with Kinnect's team as well as in the community.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

**American's with Disabilities Act:** This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.