

## Appendix

# Program Coordinator

### Overview of the OhioKAN Program:

OhioKAN is an innovative statewide Kinship and Adoption Navigator Program that supports 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 Prevention Services Act of 2018.

OhioKAN builds the necessary community and systems capacity 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 10 geographic regions. Regional staff will develop community capacity to deliver a service model designed to support formal and informal kin caregivers and adoptive parents obtain the knowledge, social support, and access to the human services and resources they need to achieve positive health and wellbeing outcomes for themselves and the children in their care.

### Overview of the Program Coordinator Position:

The Program Coordinator is a full-time position dedicated to supporting statewide implementation by coordinating with OhioKAN's 10 service delivery regions. The Program Coordinator reports to the Program Director and collaborates frequently with Regional Directors and Regional Coordinators. The primary functions of this role include administrative support to the Program Director, coordinating statewide communications and events, managing data and program records, and partnering with OhioKAN Families.

### Administrative Support

- Supports the Program Director in achieving programmatic goals
- Takes clear, comprehensive notes of statewide meetings and trainings
- Manages communications with and scheduling of the Statewide Advisory Council
- Coordinates meetings with internal and external stakeholders
- Coordinates all statewide CQI activities

### Statewide Communications and Event Coordination

- Coordinates statewide trainings and learning communities in partnership with the regional staff
- Schedules, organizes, and staffs statewide meetings, trainings, and outreach events
- Maintains regular communication with ODJFS, Regional Coordinators, and key stakeholders

### Data and Records Management

- Maintains programmatic records and fiscal reports for OhioKAN
- 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

### Partnership with OhioKAN Families

- Responds to inquiries about participation in the OhioKAN program, provides referrals, and follows up in a timely manner
- Collaborates with diverse families and organizational partners with an empathetic strengths-based orientation that prioritizes dignity and respect
- Advocates alongside kinship and adoptive families for access to services to achieve their goals

### Education and Experience

- Bachelor's degree preferred
- Related experience and skills

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.

Image

OhioKAN Program Manual

# Appendix 2.

# Job

# Descriptions

## PROGRAM COORDINATOR



File

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