

## Appendix

# Program Manager

At Kinnect, we envision a child welfare system in Ohio where:

- Foster care is a temporary or short-term option
- Children and families are empowered to find solutions to the problems they face
- Direct service providers and social workers can establish and maintain a culture of innovation and excellence
- All stakeholders prioritize permanency in each decision made on behalf of a child and their family

We believe that childhood is a fundamental human right, and that every day for a child in foster care is a day in crisis. We envision a world where families, agencies, resources – and children – work together so that every child is loved and nurtured in a permanent chosen family. We develop partnerships that transform beliefs, values, and actions to achieve permanency for all children in the shortest time possible. We have been advancing this mission since 2005 (as Waiting Child Fund).

### 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.

### Position Summary

The OhioKAN Project Manager is a full-time position dedicated to support the OhioKAN program and the OhioKAN team. The Project Manager will work under the direction of the Program Director to manage various programmatic aspects with emphasis on data and program expansion.

The Project Manager will be responsible for coordinating, facilitating and monitoring program-related benchmarks as they implement the program. The Project Manager will also be responsible for managing program data and will play a critical role in maintaining relationships with external partners, as well as teaming amongst Kinnect staff.

### Essential Functions

- Develop, implement and manage a program database in collaboration with partners and stakeholders
- Maintain tracking of programmatic outcomes and reports to inform program strategy and tactics with all appropriate stakeholders
- Develop weekly, monthly and annual program reports
- Train Kinnect staff and partners on data reporting and management as needed
- Work collaboratively with Project Director and Regional Directors(s) to manage implementation benchmarks of all county partners
- Participate in Learning Community meetings
- Participate and contribute to leadership calls and strategic planning efforts
- Work with strategic partners and consultants to further program development efforts
- Educate and support partner counties to ensure all partner commitments are understood and actualized
- Schedule organizational and programmatic meetings
- Maintain fiscal records for program
- Create and maintain office documents
- Attend program and staff meetings as needed
- Maintain confidentiality regarding Kinnect, partner organizations, and children served
- Perform other responsibilities assigned by the Project Director
- Assist with staff orientation and onboarding

### Minimum Requirements

Education: Bachelor's Degree in Social Services or Business Administration. Master's Degree preferred.

Experience: Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles. Some nonprofit and/or government sector is preferred.

### Preferred Skills/Qualifications:

- Adaptation and flexibility
- Detail oriented
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs
- Understanding of, or ability to learn, Quickbooks
- Ability to build and maintain a team
- Knowledge of qualitative and quantitative program measures

**Additional skills/competencies necessary to carry out services to the service population's culture and socioeconomic characteristics:**

- Obtain a cultural awareness that results in a clear understanding of the worldview that directs individual interactions with people of other backgrounds.
- Ability to identify needs unique to various diverse populations including those of different gender identity, sexual orientation, ethnic group, race, and physical or mental capacity and address those needs with community resource referrals.
- Assist other professionals and team members in understanding the unique needs/characteristics of diverse populations.

**Working Conditions**

- 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

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.

Image

OhioKAN Program Manual

# Appendix 2. Job Descriptions

**PROGRAM MANAGER**



File

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