

Job Description: Kinship Program Coordinator

Job Function:

The Kinship Program Coordinator position is responsible for creating community partnerships dedicated to helping Kinship families overcome challenges that hinder relatives from thriving, while also, coordinating existing family and youth support services. An understanding of, and a commitment to Catholic Charities DOL overall mission and services will play a very important role in the Kinship Program Coordinator's ability to be successful in securing support for the organization.

Job Responsibilities:

1. Must possess knowledge of child and adolescent development and family systems.
2. Must motivate and work cooperatively with Kinship families, children, certified and classified staff, parents, school administrators and community agency personnel.
3. Required to provide referral information to families (including but not limited to agency referrals).
4. Required to coordinate events (Peer support groups, family engagement activities, continued learning classes, immigration workshops, Back to School events, etc.)
5. Required to conduct on-going needs assessments.
6. Must possess the ability to manage time efficiently.
7. Required to communicate effectively and develop working relationships with clients, community and school staff providing services.
8. Required to assist in publicizing and marketing Catholic Charities via outreach efforts.
9. Ability to complete data entry and database management.
10. Required to attend supervision and staff meeting, as required. To accrue 24 hours of continuing education and training per year, to maintain skill in the profession.
11. Perform other duties as assigned.

Mandatory Qualifications/Certification:

- Excellent writing skills, effective verbal and interpersonal communications skills.
- Bachelor's Degree in Social Services or related field.
- One-year experience and knowledge of adolescent behavior preferred.
- Knowledge of social and community services, and a commitment to support and implement the philosophy, values and policies of Catholic Charities DOL.
- Bilingual in Spanish & English preferred, but not required
- Own a vehicle with Texas liability insurance coverage required
- Knowledge of Databases, Word, Excel, and other Microsoft programs necessary
- Open to work on some evenings and weekends.

EQUAL OPPORTUNITY EMPLOYER