


MichiKIN Network Partnership

Request for Proposals



What is kinship care?



Family is a relative term.



kinship@msu.edu • 1-800-535-1218 • kinship.msu.edu



School of Social Work
MICHIGAN STATE UNIVERSITY



**Our mission:
serve kinship
care families.**

Introduction

MSU School of Social work Kinship Care Resource Center is EXPANDING! If you are committed to supporting families, we hope you will join us in our efforts to improve outcomes for relative children living with kinship caregivers. Most human service agencies are serving kinship families, but kinship families do not always understand or identify as a “kinship” family. Organizations that serve children and youth, families, communities, **and/or** older adults, are all strongly encouraged to apply.

We will be hosting an informational session on March 24 from 10:00 AM – 11:00 AM via ZOOM to discuss the MichiKIN Network Expansion and application process as well as to answer questions which can be posted [here](#). We will post answers to questions on the KCRC website by March 24, 2023.

Application DUE DATE: April 10, 2023

Important Dates

Date	Event	Location
March 14, 2023	MichiKIN Expansion Announced and Questions Survey opens	Submit questions to the Questions Survey or leave a message at (517) 353-8620 including an email where answers can be emailed.
March 24, 2023 10:00 AM- 11:00 AM	Informational webinar	<p>Please click the link below to join the webinar: https://msu.zoom.us/j/93808583506</p> <p>Or One tap mobile : US: +16468769923,,93808583506# or +13017158592,,93808583506#</p> <p>Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799</p> <p>Webinar ID: 938 0858 3506</p>
March 13, 2023	Application Open	Application Link
March 29, 2023	MichiKIN Expansion Responses to Questions	MSU KCRC website
April 10, 2023	Application DUE DATE	

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Program Description:

MSU School of Social Work Kinship Care Resource Center (KCRC) provides information, referral, and support to kinship caregivers throughout Michigan. Funded through the Michigan Department of Human Services, the KCRC is engaged in the ongoing development and enhancement of a kinship navigator program. The ability to serve the estimated 54,000 (grandfamilies.org) kinship families throughout Michigan will require a network of service providers, herein referred to as the MichiKIN Network, to join the KCRC in delivering services through the provision of information, support, and referral.

The MichiKIN Network will be comprised of multiple regionally located organizations interested in partnering with MSU's School of Social Work Kinship Care Resource Center and committed to: building statewide capacity for improving outcomes for kinship families, prioritizing relative care first when out-of-home placement occurs, listening to and consistently partnering with kinship caregivers to drive culturally relevant, anti-racist systems change; engaging with local MDHHS offices, nonprofits, governments and municipalities, faith communities, and civic groups serving kinship families commit to increasing equitable outcomes for kinship caregivers with an emphasis on families who have historically been marginalized and/or overrepresented in child welfare, increasing service coordination; targeting outreach to high need and/or minimally resourced communities; and invested in developing employees through supportive feedback, ongoing learning opportunities, and other continuous quality improvement activities.

In this next program phase, the KCRC will study program efficacy of a program intervention model designed to improve caregiver well-being and satisfaction, two standards identified by Title IV E Prevention Services Clearinghouse, the entity responsible for rating the extent of evidence kinship navigator programs are effective. The KCRC is seeking partners to engage with us in the ongoing delivery of [standard care](#) information, referral, and support services, as well as [enhanced intervention care](#), serving families in a select set of counties. It is our hope, services delivered in the enhanced intervention model will prove to increase the well-being and satisfaction of kinship caregivers and, hence, be funded to support kinship caregivers throughout the state with evidenced based array of services above and beyond standard care but this will take time and a strong, collaborative, coordinated, and committed statewide network.



Kinship Care = The full-time protecting and nurturing of children by grandparents, aunts, uncles, godparents, older siblings, non-related extended family members, and anyone to whom children and parents ascribe a family relationship. ~ Child Welfare League of America

KCRC Expansion

The following section describes in further detail the statement of work expected from organizations applying to participate in the KCRC expansion efforts.

A. Standard Care Activities:

All kinship caregivers in Michigan are eligible to receive Standard Care services from the KCRC and MichiKIN Network partners. This level of care is designed to support families through responding to requests for goods, services, or support from a Kinship Navigator.

The KCRC is seeking organizations with regional relationships to subcontract the following activities:

1. Deliver basic kinship caregiver telephonic, mail, and electronic (text, chat, email) support, information, and referral
2. Participate in onboarding and ongoing training activities.
3. Implement regional outreach activities to the general public to teach communities about the KCRC and kinship family needs and concerns (serve as a vendor at fairs, outreach events)
4. Engage and participate in community collaboratives, and other decision-making bodies to represent the KCRC as a MichiKIN partner.
5. Recruit kinship caregivers to participate in research
6. Co-create and deliver training about the KCRC, the needs and concerns of kinship caregivers, and resources available or needed, using tools developed by KCRC staff, an Implementation team, and MichiKIN partners.
7. Organizes and hosts training and/or social events that are kinship family driven, culturally relevant, and accessible for communities or groups within the region who have historically been marginalized.
8. Meet regularly with the KCRC employed Navigator Coordinator to support continuous quality improvement activities.
9. Provide monthly reports and participate in ongoing MichiKIN Network and Navigator meetings.

The toll-free KCRC phone line will be staffed by Kinship Navigators hosted by MichiKIN partners. The KCRC will train Kinship navigators to follow KCRC protocols when providing kinship caregivers with the information, referral, and/or support they request. The KCRC will be responsible for: schedule coordination, evaluation, continuous quality assurance activities (training, coaching, protocol refinement), and facilitating a MichiKIN learning community. The KCRC will also be responsible for technical support, and data management, (hosting, user training, and monitoring of a Client Relations Management [CRM] System- Salesforce) for network partners.

B. Enhanced Intervention Activities

The Enhanced Interventions will only be available in the following paired counties:

1. Muskegon/ Newaygo
2. Kalamazoo /Cass
3. Ingham/ Eaton

Kinship Caregivers who live in one of the paired Intervention counties and who consent to participate will be offered/provided with a continuum of services including more intensive assessment of needs, kinship



navigator support, direct legal advocacy, benefits coordination, and case management (performed by a Family Advocate.)

The KCRC is seeking to sub-award funds to organizations who have regional relationships in one or more of the paired counties to deliver the following activities:

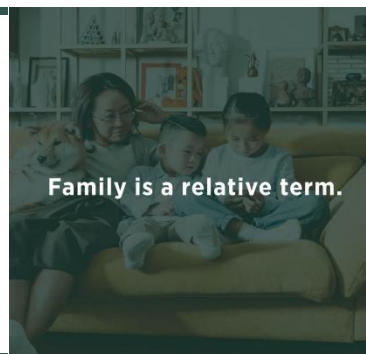
1. Deliver case management services including partnering with families, conducting multi-agency case conferences; advocating with families for services, supports, and goods; brokering and coordinating goods and resources, performing outreach and education about kinship family needs and the services offered, and relationship-building with informal supports and resources (neighborhood groups, cultural leaders) and more formal resources (school personnel, MDHHS workers). Engage in Intervention activities related to intervention practice development, fidelity practices, evaluation activities, and professional development to support the practice
2. Participate in onboarding and ongoing training activities.
3. Use the KCRC protocols and tools to implement the practice model
4. Works with the KCRC and other MichiKIN Network partners to:
 - o Implement regional outreach activities to the general public to teach communities about the KCRC and kinship family needs and concerns within Intervention counties
 - o Engage and participate in community collaboratives, and other decision-making bodies to represent the KCRC as a MichiKIN partner within Intervention counties
 - o Co-create and deliver training about the KCRC, the needs and concerns of kinship caregivers, and resources available or needed, using tools developed by KCRC staff, an Implementation team, and MichiKIN partners within Intervention counties
 - o Organizes and hosts training and/or social events that are kinship family driven, culturally relevant, and accessible for communities or groups within the region who have historically been marginalized if hosted in Intervention counties
5. Provide monthly reports and participate in ongoing MichiKIN Network and Coach meetings

Since the case management intervention is in the pilot phase and will involve a minimum of four hours of weekly connection with a MichiKIN intervention coach, each other and the KCRC employed Intervention trained Kinship Navigators.

You may apply to subcontract for:

- A. Standard Care Kinship Navigator Activities
- B. Enhanced Kinship Navigator Intervention Activities
- C. Both A and B

Preference will be given to organizations in regions 3, 4, and 6 to organizations who apply for both A and B.



Proposal Evaluation Criteria:

Category	Points
Organizational Information	27
Navigator Staffing	19
Service Population	4
Outreach and Engagement	20
Budget	10
*Enhanced Intervention	19

Duration

While funds are likely to continue per the State of Michigan agreement with MSU, the fiscal year ends 2022-ends September 30, 2023, and all funds allocated must be incurred prior to this date (carry over funding is not permitted.) While the agreement is expected to be renewed, this is not guaranteed. Should funding be renewed and both parties agree to continue in the 2023-2024 grant cycle, a new subcontract will be issued with funds reflective of an annual year.

Application Directions and Suggestions

1. Applications MUST be completed in Qualtrics. The link for the application can be found in the [Important Dates table](#) and here [Qualtrics Application link](#)
2. The application questions can be found on pages 8-12. Answer all questions. The weight of each section is illustrated in point value at the end of each question.
3. It is highly recommended interested applicants complete their responses in another document first and have all supporting documents (organizational chart, budget) available prior to entering responses into the Qualtrics Application. Once the link is opened, there is the possibility you may not be able to save your answers and return to the application link later.
4. At the end of the survey is a link to attach additional documentation or responses if you wish to do so.
5. While most responses will be 200 words please note the maximum word count for any one response is 1000 words.
6. Applicants will be notified by April 21, 2023.



Application

The following questions appear in the online Qualtrics Survey.

Contact Information

Please provide information about who will be the primary contact for questions and notifications, the name of the organizational leadership, as well as other key personnel.

- a. Primary Contact and Principal Investigator- This person is the individual responsible for oversight of the award.
- b. Executive Director
- c. Information and Technology Contact
- d. Please provide the following:
 - i. EIN (Employer Identification Number)
 - ii. *[UEI \(Unique Entity Identification\)](#)
 - iii. IDC (Indirect costs)
 - iv. Do you have an existing relationship with MSU? Yes/No

*Awardees must meet requirements to receive federal funding

Organizational Information

- a. Select the region or regions your organization is interested in subcontracting to deliver Standard Care Activities (Questions about case management activities will be asked in another section) [MichiKIN regional map and funding](#)
These services activities include:
 - Deliver basic kinship caregiver telephonic, mail, and electronic (text, chat, email) support, information, and referral
 - Participate in onboarding and ongoing training activities.
 - Implement regional outreach activities to the general public to teach communities about the KCRC and kinship family needs and concerns.
 - Engage and participate in community collaboratives, and other decision-making bodies to represent the KCRC as a MichiKIN partner.
 - Recruit kinship caregivers to participate in research.
 - Co-create and deliver training about the KCRC, the needs and concerns of kinship caregivers, and resources available or needed, using tools developed by KCRC staff, an Implementation team, and MichiKIN partners.
 - Organizes and hosts training and/or social events that are kinship family driven, culturally relevant, and accessible for communities or groups within the region who have historically been marginalized.
 - Provide monthly reports and participate in ongoing MichiKIN Network and Navigator meetings.
 - Pick Regions 1-7 or Statewide Tribal Kinship Navigator
- b. Describe your organization including mission, populations served, geographic regions served, and a brief description programs and services.
- c. Describe what interests your organization in becoming a partner providing statewide support for Kinship families and what assets or perspectives would make you an ideal partner.



- d. Provide a brief summary of your organization's experience providing services similar in size or scope to those you are applying to perform listed in this RFP. List up to three contracts, if any, within the last five years, that are relevant to the type of activities for which you are applying to deliver in this RFP. Include the following: time frame of the contract, population served by the contract, type of activities, a brief summary of the project, and funding source(s).
- e. What does diversity, equity, and inclusion mean to your organization?
- f. Describe your organization's strategies (and how they came to be) for engaging in the advancement of and commitment to diversity, equity, and inclusion.
 - a. Please give examples of how the organization operationalizes these in everyday practice.
 - b. How will you apply this to work with kinship caregivers?
- g. How are you evaluating the impact of your DEI strategies and how often do you assess your progress?
- h. Standard care will require all regional partners to serve kinship caregivers statewide (control group) and to offer families living in specific counties the option of receiving enhanced services (treatment group). What (if any) experience does the organization have with participating in evaluation and/or continuous quality improvement activities?
- i. **Organizational Chart:** Upload an agency-wide organizational chart. The organizational chart must include all organizational units responsible for supervision of staff engaged in supporting kinship navigation, including direct supervision, community outreach, event planning, finance, IT, and human resources. This can be hand drawn.

Staffing

In this next section, please tell us about your plans to provide the personnel required to support the success of **Standard Care Activities**.

- a. After reviewing the [Kinship Navigator position description](#) and minimum qualifications:
 - a. Describe the organization's plan to recruit a Kinship Navigator
 - b. What opportunities and challenges might exist for your organization to support this position? -
- b. Would your organization consider the Kinship Navigator to be:
In-person, Hybrid, Remote or Other
- c. Describe the hiring process, onboarding, and review of performance process for both the navigator position and the supervisor.
MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities. Please include in your description how your hiring, onboarding and review of performance are or are not aligned with MSU.
- d. How will the MichiKIN Kinship Navigator Supervisor be selected and what percentage of time per week will be allocated to perform the responsibilities of this position?
- e. Orientation for Kinship Navigators is expected to occur in person over the course of in the East Lansing area on or before July 12. Include a plan that describes how your agency will ensure staff and equipment are in place by this date.
- f. Describe the organization's plan to continue to provide services if Kinship Navigator or Supervisor staff turnover occurs.



Service Population

- a. Please describe the needs and challenges faced by kinship caregivers involved in child welfare (often referred to as **FORMAL**) as well as your organization's current engagement with this population. Direct services to kinship families is NOT required to be eligible for funding.
- b. Please describe in detail the needs and challenges faced by kinship caregivers who are not involved with child welfare (often referred to as **INFORMAL** - may have guardianship, may have no legal arrangement), as well as your organization's current engagement with this population. Direct services to kinship families is NOT required to be eligible for funding.

Outreach and Engagement

In this next section, please tell us about your experience and relationships with various formal and informal systems in the region(s) for which you are applying.

Schools, medical providers, advocacy organizations, faith communities, senior centers, child welfare agencies, childcare providers, community mental health, and the area agency on aging in the region(s) for which you are applying.

- a. Describe your role and involvement as an organization in regional or county level Community Collaboratives, Coalitions, or Committees where kinship caregiver issues can be highlighted or prioritized and where a Kinship Navigator or Family Advocate might have opportunity to participate?
- b. Describe how you will determine the type, time, and location of kinship ONLY family-centered activities (training or social event) to hold in your region? Please describe how you will engage hard to reach kinship caregiving families (i.e., English as a second language, Black, Indigenous, People of Color, undocumented families, LGBTQIA families, and families with disabilities)?
- c. Kinship Navigators, Family Advocates and MichiKIN Network Supervisors from all regions will work closely with a KCRC Navigator Coordinator and/or Coach (using KCRC call protocol, and data systems), the KCRC Evaluation team, Family Advocates, KCRC Administrators, and one another. Describe the organization's experience working on a similar project that required a high level of collaboration and communication. Please be specific and include lessons learned through this experience and recommendations for this project based on these experiences.
- d. How have you engaged in developing public awareness of an issue, problem, or opportunity in the region(s) for which you are applying and what was the outcome?
- e. Please list the name(s) of at least one Kinship Caregiver support group in the region(s) for which you are applying. If the region does not have one, please identify the one nearest to this region.

Enhanced Intervention Activities

There are multiple kinship focused activities and intervention efforts happening in Michigan. The regions below were selected due to several factors to be described in the informational webinar. The KCRC is developing an enhanced kinship navigation intervention to implement in the following paired counties:

1. Muskegon and Newaygo
2. Kalamazoo and Cass
3. Ingham and Eaton
4. Genesee and Shiawassee (staffed by KCRC)

Kinship caregivers living in one of the above eight counties, who consent to participate, will be



offered/provided with a continuum of services including: more intensive information, referral and support, direct legal advocacy, benefits coordination and case management (performed by a Family Advocate.)

As part of the MichiKIN Network, partner agencies may also apply for funding to support the following Enhanced **Intervention** activities:

1. Deliver case management services including partnering with families, conducting multi-agency case conferences; advocating with families for services, supports, and goods; brokering and coordinating goods and resources, performing outreach and education about kinship family needs and the services offered, and relationship-building with informal supports and resources (neighborhood groups, cultural leaders) and more formal resources (school personnel, MDHHS workers).
Engage in Intervention activities related to intervention practice development, fidelity practices, evaluation activities, and professional development to support the practice
2. Participate in onboarding and ongoing training activities.
3. Use the KCRC protocols and tools to implement the practice model
4. Works with other MichiKIN Network partners to:
 - Implement regional outreach activities to the general public to teach communities about the KCRC and kinship family needs and concerns within Intervention counties
 - Engage and participate in community collaboratives, and other decision-making bodies to represent the KCRC as a MichiKIN partner within Intervention counties
 - Co-create and deliver training about the KCRC, the needs and concerns of kinship caregivers, and resources available or needed, using tools developed by KCRC staff, an Implementation team, and MichiKIN partners within Intervention counties
 - Organizes and hosts training and/or social events that are kinship family driven, culturally relevant, and accessible for communities or groups within the region who have historically been marginalized if hosted in Intervention counties
5. Provide monthly reports and participate in ongoing MichiKIN Network and Coach meetings

The case management intervention is in the pilot phase and will involve a minimum of three hours of weekly connection with a MichiKIN intervention coach, each other and the KCRC employed Intervention trained Kinship Navigators. The case management intervention is in the pilot phase and will involve a minimum of three hours of weekly connection with a MichiKIN intervention coach, each other and the KCRC employed Intervention trained Kinship Navigators.

- a. Our organization is interested in applying for funding to support Enhanced Intervention activities:
Yes/No
- b. Our organization is interested in applying for funding to support the hire of a Kinship Family Advocate in the following counties:
Muskegon and Newaygo
Kalamazoo and Cass
Ingham and Eaton
- c. After reviewing the Family Advocate position description and minimum qualifications:
 - a. Describe the organization's plan to recruit a Family Advocate to participate in the case manager pilot
 - b. What opportunities and challenges might exist for your organization to support this position?
- d. Describe the hiring process, onboarding, and review of performance process for both the Family Advocate and the supervisor.
MSU is committed to achieving excellence through cultural diversity. The university actively



encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities. Please include in your description how your hiring, onboarding and review of performance are or are not aligned with MSU.

- e. Would your organization consider the Family Advocate to be: In-person, Hybrid, Remote or Other
- f. How will the MichiKIN Kinship Navigator Supervisor be selected and what percentage of time per week will be allocated to perform the responsibilities of this position?
- g. Describe the organization's plan to continue to provide services if Family Advocate or Supervisor staff turnover occurs.
- h. Orientation for Family Advocates is expected to occur in person over the course of two days, in the East Lansing area by July 12. Include a plan that describes how your agency will ensure staff and equipment are in place by this date.

Budget

Please provide a detailed budget including all anticipated expenses.

- a. Upload a budget to support the work outlined in the RFP. Please include any indirect cost rate.
- b. Upload a budget justification. Include the justification for each line item (i.e., specific personnel, equipment (type), mileage, postage, etc.)

Agree or Understand

1. Until at least September 30, 2023, navigators will be responsible for supporting kinship caregivers who call, email, and chat during an assigned navigator shift. This means navigators will support families statewide.
2. The grant funding ends September 30, 2023, and though renewal is expected, it cannot be guaranteed.



Appendices

Appendix A MichiKIN Regions and funding



REGION	COUNTIES	Standard Care Activities	Enhanced Intervention Activities
1*	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft	\$20,000	
2*	Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon, Wexford	\$20,000	
3*	Allegan, Barry, Kent, Mecosta, Montcalm, Muskegon, Newaygo , Oceana, Ottawa	\$20,000	\$38,000
4*	Bay, Clinton, Eaton , Gratiot, Huron, Ingham , Ionia, Isabella, Midland, Saginaw, Sanilac, Tuscola	\$20,000	\$38,000
5	Genesee, Lapeer, Livingston, Macomb, Oakland, Shiawassee, St. Clair	\$40,000	
6	Berrien, Branch, Calhoun, Cass , Hillsdale, Jackson, Kalamazoo , Lenawee, Monroe, St. Joseph, Washtenaw, Van Buren	\$40,000	\$38,000
7**	Wayne	\$60,000	
Statewide*	Statewide working with Indigenous Kinship Caregivers, supporting statewide support for toll-free lines all regions.	\$20,000	

These amounts are estimates and are subject to change.

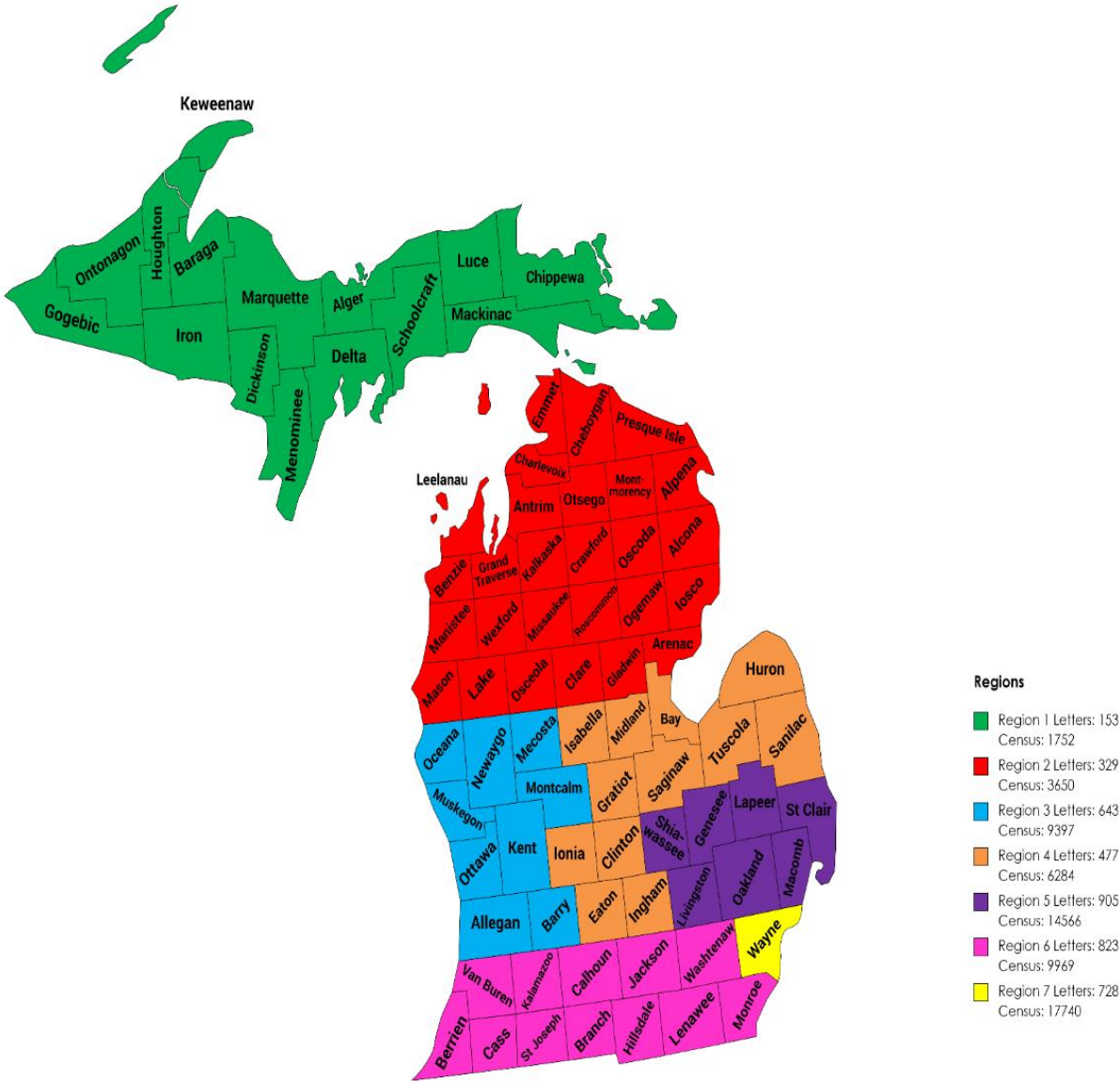
*Each of these regions has a minimum expectation of one 20 hour a week Kinship Navigator, who assigned to this Region.

** Each of these regions have a minimum expectation of two 20 hour a week Kinship Navigators or one 39 hour a week Navigator.

*** This region has a minimum expectation of three 20 hour a week Kinship Navigators or one 40 hour a week Kinship Navigator and a 20 hour a week Kinship Navigator



MichiKIN Regional MAP



Created with mapchart.net



MichiKIN Kinship Navigator
JOB DESCRIPTION

Posting Snapshot:

[insert agency], a MichiKIN community partner, seeks applications for a Kinship Navigator to help families raising relative children to find the support, information, and resources they request.

Specific Education/Experience/Skills

Kinship Care Navigators must have direct experience participating in at least one of the following processes: foster care of a relative child or unlicensed relative foster care through the State of Michigan; partial, full, or juvenile guardianship of a relative child; adoption of a relative child. Experience working in human services, customer service, or related fields demonstrating interpersonal skills such as use of empathy, active listening, patience, curiosity, flexibility, and dependability. An approach to colleagues and teamwork that is respectful, open-minded, collaborative, and accessible. A value for prioritizing relative care first when out of home placement occurs. Experience establishing and maintaining effective working relationships with people with diverse backgrounds and life experiences. Skilled in use of Microsoft Office products, phone, texting, emailing, and internet search engines; Detailed data entry following specific guidelines and protocols; Must have a Michigan driver's license and access to transportation to attend outreach events; Prior to final offer, must pass a Central Registry Clearance documenting that there is no record of child abuse or neglect and an Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check per requirements of MDHHS

Desired Qualifications:

- Bilingual, Fluent in English and Spanish or Arabic or Chinese (Mandarin), or American Sign Language
- Experience with Salesforce or CRM software
- Familiarity with State of Michigan child welfare policies
- Experience with HIPPA Compliance, Civil Rights, and/or Mandated Reporter Guidelines.

Position summary:

[Description of agency services, mission]

MSU School of Social Work Kinship Care Resource Center (KCRC) provides information, referral, and support centered on the well-being of kinship caregivers. The ability to serve the estimated 54,000 (grandfamilies.org) kinship families throughout Michigan will require a network of service providers, herein referred to as the MichiKIN Network, to join the KCRC in delivering services through the provision of information, support, and referral. [insert organization] is a MichiKIN partner in [insert Region]

Kinship Navigators will work in collaboration with the Michigan State University School of Social Work Kinship Care Resource Center (KCRC) implementing standard care practices for kinship caregivers referred to the KCRC through MDHHS and also to those who contact the KCRC. This is a multi-organization partnership referred to as MichiKIN. Kinship Navigators will also work with the Kinship Support Program Intervention team members and the evaluation team following research protocols and procedures.

The Kinship Navigator is a [full-time/part-time] position who reports to the [insert partnering supervisor's organizational job title here], is an employee of the [insert agency]

The primary functions of this role include providing low intensity direct services to kinship caregivers, participating in continuous quality improvement activities, and engaging in community outreach and education. Specific responsibilities include:

- Uses KCRC protocol to deliver support, information, and referrals requested by Kinship Caregivers through telephonic, mail, and electronic (text, chat, email) channels
- Documents detailed case-level data
- Follows research guidelines and protocols to support the evaluation activities.
- Participates in activities to assure kinship caregivers experience consistent, quality, and reliable standard care.
- Engages in ongoing learning activities, including initial orientation
- Identifies and attends outreach activities/events to educate the general public about kinship families and KCRC services
- Attend community collaboratives, and other decision-making bodies to represent the KCRC
- Participates in the organization of trainings or social events that are kinship family driven, culturally relevant, and accessible for communities or groups within the region who have historically been marginalized.

Please list COVID vaccine requirements

Please list percentage of work expected to be in-person/hybrid/or remote.

Varied Work hours:

Work hours may vary. One Saturday morning and one Wednesday evening every two months may be required.

Regular travel within [insert Region- or counties here]

Required Documents

[if any documents required]



MichiKIN Kinship Family Advocate
JOB DESCRIPTION

WORKS WITH: MichiKIN Coach, MichiKIN Network providers, and the KCRC, Kinship caregivers of children, community providers, general public

Posting Snapshot:

[insert agency], a MichiKIN Network partner, is seeking a Kinship Care Family Advocate responsible for partnering with kinship caregivers to identify needs and goals, determine pathways to achieve those goals, and facilitate connection to resources, services, and supports to accomplish their goals in [two counties]

Specific Education/Experience/Skills:

Masters in social work (MSW) with a minimum of one-year post-master's degree experience. Must have practice experience using a strength based approach assessing individuals/families, identifying culturally responsive resources to support individual/family identified needs and goals; partnering with individuals/families to access goods, services and supports; collaborating with formal and informal services and supports to accomplish goals; documenting key activities; knowledge of the child welfare system; must have computer skills sufficient to learn project-specific software for data entry as well as all case note entry and follow-up; Must have a valid Michigan driver's license and ability to travel to perform in-home and related family-centered meetings; Prior to final offer, must pass a Central Registry Clearance documenting that there is no record of child abuse or neglect and an internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check per requirements of MDHHS

Desired Qualifications:

- Licensed master's in social work (LMSW)
- Experience with Salesforce or another Client Relations Management (CRM) System
- Bilingual, Fluent in English and Spanish or Arabic or Chinese (Mandarin), or American Sign Language

Position summary:

[Description of agency services, mission]

MSU School of Social Work Kinship Care Resource Center (KCRC) provides information, referral, and support centered on the well-being of kinship caregivers. The ability to serve the estimated 54,000 (grandfamilies.org) kinship families throughout Michigan will require a network of service providers, herein referred to as the MichiKIN Network, to join the KCRC in delivering services through the



provision of information, support, and referral. [insert organization] is a MichiKIN partner in Region [insert Region]

Kinship Family Advocates will work in collaboration with the Michigan State University School of Social Work Kinship Care Resource Center (KCRC) to implement an Enhanced Kinship Navigator service model for kinship caregivers in two of eight Michigan counties. This is a multi-organization partnership referred to as MichiKIN.

The Kinship Family Advocate is a full-time position who reports to the [insert partnering supervisor's organizational job title here] and is an employee of the [insert agency.]

The primary functions of this role include providing high level direct services to kinship caregivers, participating in continuous quality improvement activities, and engaging in community outreach and education. Specific responsibilities include:

[Description of agency services, mission]

The MichiKIN team, comprised of community partners, Kinship Navigators and Family Advocates, will work in collaboration with the technical support of the Michigan State University School of Social Work Kinship Care Resource Center (KCRC) implementing the KCRC Support Program model. The Kinship Family Advocate will be an employee of the [insert agency] and will work closely with a KCRC employed coach to support the development and implementation of the case management practice model.

The Kinship Family Advocate will work in [insert two counties] with an Enhanced Navigation Intervention Team who offer an array of services available to kinship caregivers who live in eligible counties and who consent to participate in the enhanced intervention services. The Family Advocate will offer direct assistance advocating with and coaching kinship caregivers as they access support services, strategically reduce barriers (transportation, etc.), facilitate service planning, coordinate outreach and referrals of services (health care, mental health, refer for services (legal aid, educational support, financial assistance, and other services), develop safety plans, and engage in ongoing service advocacy. The case manager position will be a new service offered to kinship families with a focus on Ingham and Eaton counties. This position is part of a research study and must adhere to all study guidelines related to provision of case management services, timeline, scope of service delivery, and required paperwork/data entry.

This position is full time, renewable based upon [insert agency requirements for renewal] and continued funding.

The primary functions of this role are to:

- Conduct caregiver visits, collect documentation, and develop a strengths-based, culturally responsive, and family-centered written assessment and plan or service
- Provide culturally aligned support and guidance to kinship families to navigate various systems (child welfare, education, health) relevant to caregiver goals



- evaluates and assesses current and immediate needs of kinship caregivers relating to families' goals and needs on an ongoing basis
- Collect data on kinship caregiver goal progress over time to determine whether desired outcomes have been met
- Broker the connection of individuals/families with goods, services and supports;
- Write and submit research-based educational materials and articles for KCRC distribution.
- Assist in distribution of emergency funding
- Complete and maintain written documentation about case activity accurately, within established time frames and following KCRC policy and procedures.
- Participate in county specific events and collaboratives for outreach, public education, and to support kinship families.
- Support the kinship navigation intervention activities performed through call center as needed.
- Perform other related duties as assigned.

Please list COVID vaccine requirements

Please list percentage of work expected to be in-person/hybrid/or remote.

Varied Work hours:

Travel throughout [insert counties]

Required Documents



Appendix D Equipment

Technology	Purpose	Provider	Notes
Salesforce	Database -Record all contacts and case notes, meetings, communications	MSU	
Microsoft Office products and teams	Communicate with one another, share files	Host Organization	
Phone Number/Softphone	To connect to the toll-free line, to use on the computer or another phone	MSU	*Navigator or agency provides phone-computer can be used in place of phone.
Computer and the following accessories: *Monitor- 2 preferred Mouse Phone headset, Computer camera Printer/Scanner/copier Paper shredder	To conduct data entry, daily work, to run programs required and to answer phones.	Host Organization	If a laptop is provided-suggest purchase of a large monitor and accessories named
Internet Access/hotspot	To access required applications and to conduct data entry	Host Organization	
Confidential space/office		Host Organization	



Appendix E Reporting:
Preliminary

Due Monthly on the 10th of each month to include:

1. General Summary of activities
2. Review of monthly activity dashboard (Salesforce)
3. Concerns/Grievances by kinship families of service experience
4. Community activity- outreach events, trainings given/audience/county
5. Suggested trainings (for navigator, supervisor, providers, general public, caregivers)
6. Changes to support group information in region

Appendix F Communication Schedule
Preliminary

All will use ZOOM except for Orientation

Orientation will be held in the East Lansing/Lansing area with accommodations and meals provided by the KCRC. MichiKIN sub-awardees will be responsible for mileage/transportation costs. Orientation is expected to take place June 2023.

Length	Frequency	Type	Notes
60 minutes	weekly	MichiKIN Coach with KCRC Navigator individual/group	
90 minutes	Monthly	MichiKIN KCRC Supervisor meeting	Eventually will move to bi-monthly
60 minutes	Monthly or Biweekly (TBD)	Professional development	
60 minutes	Monthly	Workgroup	Examples might include Quality Assurance, professional development, outreach, DEI, implementation
16 hours in person 16 hours ZOOM	One-time	KCRC Orientation	pre-reading not included in time
90 minutes	Bi-Annual	MichiKIN Network Partner's Leadership Meeting	

