

Fostering Futures' Position Description

Licensing Specialist

Summary of services: Plan and coordinates the initial and ongoing development of foster families. Recruit, train and license foster families and facilitate the growth and continual licensing of foster care families.

Requirements: The licensing specialist is required to have a BA/BS degree in social work, psychology, counseling, or a human service related degree. The Licensing Worker must have valid drivers' license.

Essential job duties:

- Recruit and license new foster families according to agency and state guidelines.
- Represent the agency and participate in community licensing events, including but not limited to the Washtenaw County Coalition.
- Develop and maintain ongoing contact with the media, and community for recruitment efforts.
- Provide initial intake and screening for prospective foster families, and complete all needed paperwork required for enrollments and licensing of families.
- Initiate and maintain all foster parent files according to agency and state guidelines.
- File BCAL-259s, conduct special investigations, and collect all information required to ensure compliance with all current agency and state licensing rules and regulations.
- Plan ongoing development and training of existing and new foster parents. Assess foster families' needs and youth needs within the families on an ongoing basis.
- Investigate suspected non-compliance of all foster families and make recommendations involving licensing status.
- Complete annual, renewal and complaint investigations, and update the documentation of placements within the foster parents' records.
- Continues professional development through trainings, seminars and conferences, completing the state-required number of in-service hours per fiscal year.
- Provides on call 24 hours crisis assistance through the rotation of the agencies' emergency cell phone.

- Enter all foster parent information and licensing-related contacts on LMS or MiSACWIS within expected time frames, per policy.

Fostering Futures Licensing Worker

Date:

Executive Director

Date: