

Wesley House Family Services

Position Description

Position Title: **Licensing Specialist**

Department: **CBC/QA & Licensing Department**

Purpose: Provide direct assistance to the Licensing Department in all aspects of recruiting, training and licensing foster parents. Provide direct assistance to the Foster Parent Coordinator in organizing and compiling licensing of foster parents and all aspects of recruitment and screening of foster and adoptive parents.

Reports To: Foster Parent Coordinator

Classification: 1.0, FTE

Responsibilities:

- Attend all QA & Licensing Team meetings and become familiar with all aspects of PRIDE, and other licensing activities;
- Plan the training space and materials needed for each PRIDE training;
- Assist in community recruitment activities;
- Assist in the organization of all licensing files including creating a tracking system to send for all required approvals;
- Attend licensing home visits as requested to facilitate obtaining required documents and photos.
- Operate Fingerprinting equipment and process fingerprints for prospective foster and adoptive families
- Maintain Monroe Foster Home Availability listing
- Compile Monthly Licensing Report as required by Director and CEO
- Participate in other Foster Parent community events;
- Be one of at least two speakers for WH to assist in recruitment of new foster and adoptive families;
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

Performance Measurements:

- Attend all QA & Licensing Team meetings and become familiar with all aspects of PRIDE, and other licensing activities;
- Plan the training space and materials needed for each PRIDE training;
- Assist in Foster Parent community recruitment activities;
- Assist in the organization of all licensing files including creating a tracking system to send for all required approvals;
- Attend licensing home visits as requested to facilitate obtaining required documents and photos.
- Operate Fingerprinting equipment and process fingerprints for prospective foster and adoptive families
- Maintain Monroe Foster Home Availability listing
- Compile accurate and timely monthly licensing report

Qualifications:

- Prefer a high school diploma or higher level of education and one year of experience in Child Welfare.
- Excellent interpersonal skills
- Excellent organizational and coordination skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Excellent computer hardware and software skills including the use of Microsoft Office programs such as Word, Excel, PowerPoint and Outlook
- Willing to work a flexible work week, including at times Saturdays and evenings.
- Must have a valid driver's license and be willing to work throughout the Keys when needed.

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Licensing Specialist (Signature)

Foster Parent Coordinator (Signature)

Licensing Specialist (Print)

Foster Parent Coordinator (Print)