

Wesley House Family Services

Position Description

Position Title: Licensing Supervisor

Department: CBC

Purpose: Responsible for overseeing and implementing all aspects of recruitment, training, licensing, re-licensing, and support of Monroe County foster parents. The Licensing Supervisor will be responsible for development and reporting of outcomes and results.

Reports To: COO

Classification: 1.0 FTE, Exempt

Responsibilities:

- Earn and/or maintain certification as a Child Welfare Licensing Counselor (CWLC) through the Florida Certification Board (FCB).
- Maintain ongoing training hours as specified for maintenance of the CWLC certification.
- Develop and implement strategies to recruit, train, and license Level II foster parents.
- Coordinate and facilitate all C.A.R.E. or other required foster parent training curricula as needed throughout Monroe County.
- Maintain proficiency in all aspects of licensing Level I and Level II foster parents in the Southern Region.
- Develop and maintain educational support materials to assist Foster Parents in ongoing skill development.
- Work directly with Full Case Management staff and the COO regarding the matching and placement of children in Monroe County Foster Homes.
- Provide direct supervision for the Licensing Counselor and Licensing Assistant.
- On call responsibilities for placement assistance on a rotational basis.
- Ensure timely and accurate completion of the weekly foster home availability report.
- Ensure timely and accurate completion of the monthly foster home licensing report.
- Ensure timely and accurate submission of Level I and Level II foster home licensing and relicensing packets and applications in accordance with time frames defined by the State and Lead Agency.
- Ensure that monthly home visits are conducted with all Level I homes that have active placements.
- Ensure that quarterly home visits are conducted with all Level II homes.
- Ensure timely and accurate documentation of all foster parent interaction and licensing activities in FSFN.
- Respond as needed to all foster care referrals and abuse reports involving foster parents as specified in the lead agency policy and procedure.
- Participate as needed/requested in all licensing related meetings with the Lead Agency and the Department of Children & Families.
- Assist with planning and coordination of events for foster parents, including but not limited to Foster Parent Appreciation month, social activities, and in-service training.

- Complies with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements.
- Meet all Council on Accreditation standards and requirements.
- Perform other duties as assigned.

Performance Measurements:

- Maintenance of Certification through FCB as a Child Welfare Licensing Counselor
- Develop and implement recruitment, training, and licensing strategies for Level II foster homes.
- Coordination and provision of CARE training.
- Child Matching and Placement activities as needed.
- Provide direct supervision to the Licensing Counselor and Licensing Assistant.
- Ensure that all licensing and relicensing files, for both Level I and Level II homes, are completed and submitted timely and accurately.
- Ensure timely and accurate completion of the weekly foster home availability report.
- Ensure timely and accurate completion of the monthly foster home licensing report.
- Ensure that monthly and quarterly licensing home visits are completed as required.
- Ensure timely and accurate documentation of all foster parent interaction and licensing activities in FSFN.
- Respond as needed to all foster care referrals and abuse reports involving foster parents as specified in the lead agency policy and procedure.
- Participate as needed/requested in all licensing related meetings with the Lead Agency and the Department of Children & Families.
- Assist with planning and coordination of events for foster parents, including but not limited to Foster Parent Appreciation month, social activities, and in-service training.
- Meet all Council on Accreditation requirements for licensing and placement.

Qualifications:

- Bachelor's degree in education or related field required.
- Prior teaching experience preferred.
- Certified Child Welfare Licensing Counselor, or eligibility to earn such, in the State of Florida.
- Demonstrate independent decision making and flexible scheduling.
- Ability to multi task and meet deadlines.
- Possess excellent written and verbal skills.
- Demonstrate use of technology in daily work activities.
- Demonstrate proficient use of software programs such as Word, Excel, PowerPoint and Outlook
- Physically Active Work. Exerts up to 15 Lbs. of force and/or lifting occasionally
- Valid Florida Driver's License
- Valid Florida Auto Insurance
- Frequent travel throughout the Florida Keys.

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)

Foster Parent Coordinator (Signature)

Director of Quality Assurance (Signature)

Foster Parent Coordinator (Print)

Director of Quality Assurance (Print)