



<b>Title</b> Licensing /Foster Care Specialist	<b>Department</b> Foster Care/Licensing
<b>Reports to</b> NAR Foster Care Supervisor	<b>FLSA Class</b> Exempt
<b>Supervises others</b> No	<b>Location</b> Northern Arizona
<b><u>SHIFT:</u></b> Typical schedule: Schedule will be determined by the NAR Foster Care Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and week-end hours as necessary.	
<b><u>POSITION SUMMARY:</u></b> The Licensing/Foster Care Specialist evaluates, studies and writes home studies for licensure or certification of foster and adoptive homes as well as provides ongoing support and monitoring to foster families as needed. This position assists in the training of potential foster families.	
<b><u>ESSENTIAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Attends pre-service training or orientations at Supervisor's request.</li> <li>2. Conducts one on one interviews with prospective resource parents prior to training.</li> <li>3. Co-leads PS-MAPP.</li> <li>4. Coordinate and collect all documents necessary for licensure.</li> <li>5. Makes a minimum of three home visits to each assigned family for licensure.</li> <li>6. Contacts references given by prospective families.</li> <li>7. Writes a comprehensive home study following format set by DES on assigned homes.</li> <li>8. Provides support and consultation services to resource families.</li> <li>9. Assists in placement of foster care youth.</li> <li>10. Attends meetings, staffings, court proceedings, etc. upon request.</li> <li>11. Acts as support and facilitates licensing inquiries and investigations in the foster homes.</li> <li>12. Reports on Corrective Action compliance.</li> <li>13. Visits families according to HRT policy.</li> <li>14. Ensures that pertinent licensing information including documented visits and quarterly reports, when appropriate, are placed in the licensing file.</li> <li>15. Writes progress reports or other reports upon request of legal guardian or agency.</li> <li>16. Maintains contact with caseworker from legal guardian or agency.</li> <li>17. Provides crisis intervention in the absence of Behavioral Health Services.</li> <li>18. Writes licensing renewal study.</li> <li>19. Monitors home for compliance with state regulations i.e. Title 21 Sections 6 and 8.</li> <li>20. Rotates on call services with other staff members.</li> </ol>	
<b><u>MARGINAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Other duties as assigned, verbally or in written form.</li> </ol>	
<b><u>MINIMUM QUALIFICATIONS:</u></b> <ol style="list-style-type: none"> <li>1. Bachelors' Degree in Social Work, Human Services or related field and two years' experience with child welfare, human services and/or families.</li> <li>2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.</li> <li>3. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21.</li> <li>4. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past three (3) years. Must have personal vehicle</li> </ol>	

liability insurance and vehicle registration as required.

- 5. Must be able to pass a DCS Clearance with no substantiated reports.
- 6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
- 7. Must be able to work a flexible schedule.
- 8. Must be able to maintain a high level of confidentiality.

**KNOWLEDGE**

- 1. Strong knowledge of overall company operations and policies and procedures.
- 2. Strong knowledge of the Arizona Foster Care licensing rules and regulations.

**SKILLS**

- 1. Demonstrated ability to manage multiple projects.
- 2. Uses independent discretion and judgment when carrying out responsibilities.
- 3. Ability to function independently and as a member of a team in a multi-task environment.
- 4. Must have excellent oral and written communication skills.
- 5. Must have excellent organization and time management skills.
- 6. Proficient in the use of computers and associated software.

**PERSONALITY/OTHER**

- 1. Ability to build and maintain positive internal and external relationships.
- 2. Ability to provide exemplary customer service to all employees and outside constituents.
- 3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

**WORK CONDITIONS and PHYSICAL REQUIREMENTS:**

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resource Department if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements			Conditions
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	<b>Environment:</b> <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Limited/office environment <b>Hazards:</b> <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele
<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	
<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Grasping	
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	
<input checked="" type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions		
<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			
<input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip			

**IMPORTANT NOTICE:**

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

**ACKNOWLEDGEMENT:**

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department if I require an accommodation to perform any essential function(s) of this position.

I do\*  or do not  require an accommodation to perform the essential functions of this position.

\* Employee Completes the Request for Accommodation Form.

**Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP  
**Title:** Director of Human Resources

**Approved by:** James Finegan  
**Title:** Director of Foster Care and Training

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature