Title Licensing/Foster Care Specialist	**Department** FCSP
Reports to Foster Care Supervisor	**FLSA Class** Non-Exempt
Supervises others No	**Location** Rural Arizona

SHIFT:

Typical schedule: Hours will be determined and scheduled in conjunction with the FCSP Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.

POSITION SUMMARY:

The Licensing/Foster Care Specialist evaluates fitness and writes home studies for licensure or certification of foster and adoptive homes. This Specialist also provides the supports required to stabilize foster care placements and assist foster families in navigating the child welfare system while caring for children placed in their homes. The Licensing/Foster Care Specialist works with case management, collaborates with the child's team, and maintains licensure for the foster home.

INITIAL

1. Provides support and consultation services to foster and adoptive families.
2. Maintains a positive and collaborative relationship with the Office of Licensing and DCS.
3. Conducts in-person home visits per contract, foster care rule and statute requirements.
4. Assists and trains Foster Parent College training as needed.
5. Collects all documents necessary for licensure or certification.
6. Conducts home visits to each assigned family per contract and statute requirements.
7. Writes a comprehensive home study following format set by DCS/Court on assigned homes.
8. Maintains family licensing/adoption records in appropriate state and agency databases according to contract, HRT policy, and rule requirements
9. Conducts licensing investigations as assigned by Supervisor.
10. Rotates on call services with other staff members.
11. Attends orientations, training and events as requested by supervisor or the management team.

ONGOING

12. Provides support and consultation services to foster and adoptive families.
13. Maintains a positive and collaborative relationship with the child's placing agency.
14. Monitors home for compliance with contract and state regulations.
15. Assists in placement of foster care youth.
16. Participates in the Child Family Team (CFT) meetings, attends court with the family, participates in Team Decision Meeting's.
17. Facilitates licensing inquiries in the foster homes and monitors Corrective Action compliance.
18. Assists families with training requirements.
19. Conducts in-person home visits per contract and foster care rule requirements.
20. Maintains family licensing records in appropriate state and agency databases according to contract, HRT policy, and rule requirements.
21. Provides crisis management.
22. Submits renewal license applications prior to expiration.
23. Submits license amendments, as needed.
24. Writes adoption conversion home studies, as needed.

MARGINAL FUNCTIONS:

1. Other duties as assigned, verbally or in written form.

MINIMUM QUALIFICATIONS:

1. Bachelors' Degree in Social Work, Human Services or related field and two years' experience with child welfare, human services and/or families.
2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21.
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 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 including investigations.
3. Knowledge of Foster Parent College.
4. Knowledge of and ability to instruct parents regarding child development, family dynamics, Arizona's child welfare system and behavioral health services

SKILLS

1. Demonstrated ability to manage multiple projects.
2. Ability to function independently and as a member of a team in a multi-task environment.
3. Ability to educate and support foster families with trauma-informed behavior management techniques.
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
☒ Climbing ☒ Balancing ☒ Stooping ☒ Kneeling ☒ Crouching ☒ Reaching ☒ Standing ☒ Walking ☒ Pushing ☒ Pulling ☐ Lifting ☒ Grasping ☒ Seeing ☒ Hearing ☒ Talking ☒ Tactile sense ☒ Repetitive motions ☒ Visual acuity (color, depth perception and field of vision) ☒ Minimum of 1 hour of continuous driving per trip	**Environment:** ☐ Noise ☐ Extreme temperatures ☐ Wet and/or humid ☐ Dust ☒ Limited/office environment **Hazards:** ☒ Physical Activities ☒ Volatile clientele ☒ Potential exposure to contagious diseases due to frequent interaction with clientele

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:** Mary Cherry, MS **Title:** Director of Foster Care and Adoption

Employee Name (Please Print)	Date	Employee Signature
_____	_____	_____