

Job Title	<b>FOSTER CARE LICENSING SPECIALIST</b>
State	Florida
Program	Children's Network of Hillsborough County, LLC
Reports to	Licensing Director
FLSA Status	Exempt (Salary)
Job Description Statement	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

### MISSION STATEMENT

The Children's Network of Hillsborough County is committed to working with the community to protect children and preserve families.

### GENERAL PURPOSE OF JOB

1. Participate in the implementation of licensing and placement functions of the contracted providers.
2. Participate in the development and implementation of policies and procedures for foster care and placements.
3. Identify System of Care needs and provide technical assistance to the subcontracted agencies as needed.
4. Perform programmatic monitoring and review of all licensing packets, exit interviews, Case Manager Review of Foster Parents, Foster Parents Review of Case Managers, and waivers for over capacity homes.
5. Oversee recruitment and retention activities for foster care system.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Oversee recruitment and retention activities for foster care**
  - Monitor subcontracted providers for compliance with annual goals of initial homes licensed
  - Monitor subcontracted providers for compliance with retention of no less than 85% of existing foster homes annually
  - Monitor subcontracted providers for compliance with annual recruitment and retention plan
2. **Technical Assistance**
  - Identify technical assistance needs and provide guidance and training as needed for subcontracted providers
  - Provide technical assistance on federal and state laws, rules, and programmatic and procedural issues as related to licensing and placements
3. **Complaint/Abuse Tracking and Reporting**
  - Review all complaints and abuse reports pertaining to foster care reports
    - Review 100% of complaint and abuse reports within 24 hours of receipt
    - Follow up on complaint and abuse reports
    - Review 100% of follow up reports within 24 hours of receipt.
    - Coordinate and conduct monthly staffings as required to include subcontracted agencies, DCF representative and foster parents. Develop and track corrective action plans when it is determined one is required.

**4. Exit Interviews Tracking**

- Responsible for generating monthly reports of exit interviews that are due from each subcontracted provider.
- Monitor timely completion of exit interviews.
- Review completed exit interviews and provide follow-up as deemed necessary.

**5. Case Manager Review of Foster Parents/Foster Parents Review of Case Manager**

- Responsible for generating monthly reports of case manager and foster parent reviews that are due from each subcontracted provider.
- Monitor timely completion of case manager and foster parent's reviews.
- Review completed case manager and foster parent reviews and provide follow-up as deemed necessary.

**6. Initial Licensing files, Relicensing Files, Relocation Files**

- Responsible for completion of file review of all incoming licensing files.
- Provide follow-up to sub-contracted providers to assure compliance and quality of all files to meet State and federal guidelines.
- Complete attestation for files to recommend or deny initial licensure and relicensure.
- Track all due dates for file submission and provide monthly list to subcontracted agencies.
- Track and provide follow-up to DCF as requested.

**7. Overcapacity Waivers/Placements**

- Review completed waivers and provide follow-up as deemed necessary.
- Attend bi-monthly placement staffings to monitor and provide technical guidance and assistance for all children in shift care and all at risk placements.

**8. Training**

- Identify and provide quarterly calendars to identify training resources for foster parent in-service training.
- Monitor and assist with coordination of quarterly Pre-service orientations and pre-service training.
- Oversee foster care training activities conducted by the subcontracted agencies.

**9. Develop and implement System of Care procedures**

- Develop new policies and procedures as needed
- Update existing policies and procedures to ensure their consistency and compliance with statutory and Administrative Code changes within ninety (90) days of their effective date.
- Maintain master file of policies and procedures
- Stay current with Federal and State Laws, rules and best practices

**10. Performance Reporting**

- Prepare and analyze monthly management and performance reports.
- Provide State and Federal reports as required or requested.

11. Other duties may be assigned as special projects may be requested

**WORKING HOURS**

CNHC's work week is Monday through Friday, 40 hours per week. Your supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm.

**TRAINING**

All employees must complete fifteen (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

**SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibilities for the subcontracted agencies licensing and placement units.

### **EDUCATION AND EXPERIENCE**

- ◆ Bachelor's degree from an accredited college or university in psychology, social work, sociology, or related human services degree; and a minimum of two (2) years' experience in child welfare is required.
- ◆ *Official transcripts are a mandatory requirement*

### **SKILLS AND ABILITIES**

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier and mail machine. Excellent word processing skills. Must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, Access, Publisher and Outlook. Must be competent with basic e-mail protocol and procedures including sending, receiving, replying, attachments, and meeting scheduling; excellent written and oral communication skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. Must possess excellent organizational skills and abide by the highest standards of confidentiality.

### **PRE-EMPLOYMENT REQUIREMENTS**

#### **CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.**

- ◆ Valid driver's license required, with proof of insurance
- ◆ Driver's license check is a requirement
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

### **OTHER REQUIREMENTS**

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, board of directors, clients, customers, and the general public. Ability to speak effectively before groups of customers or employees.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires the ability to sit for extended periods; walk; stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. This job requires visual acuity sufficient to read and to operate standard modern office machines. The employee must occasionally lift and/or move up to 25 pounds.



**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is administrative work in an indoor office environment with a moderate noise level (business machines, printers, computers, telephones).

**ADA:** Children's Network of Hillsborough County, LLC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**EEO:** Children's Network of Hillsborough County, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.

Children's Network of Hillsborough County, LLC is a Drug-Free Workplace.

**ALL PERSONNEL MUST DEMONSTRATE THE FOLLOWING CAPACITIES:**

1. *A commitment to empowering others to solve their own problems*
2. *Valuing a nurturing family as the ideal environment for a person*
3. *A conviction about the capacity of people to grow and change*
4. *The ability to establish a respectful relationship with persons served to help them gain skills and confidence*
5. *The ability to work collaboratively with other personnel and/or service providers or professionals*
6. *The capacity to maintain a helping role and to intervene appropriately to meet service goals*
7. *The ability to set appropriate limits*
8. *Safety and permanency of children*

I certify that the statements above to the best of my knowledge accurately describe the duties performed and agree that I am qualified in education and skill to meet the requirements of the position. If the employee does not agree, indicate here:

<b>Supervisor:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	
<b>Reviewing Authority:</b>		<b>Date:</b>	
<b>Do Not Agree:</b>			