

JOB DESCRIPTION: LICENSING SPECIALIST – FOSTER CARE

Department: Foster Care
Reports To: Director of Foster Care
Recruited By: Director of Foster Care
Approved By: Executive Director of Foster Care
Organizational Unit: Foster Care
Status: Full-Time
Classification: Exempt

JOB SUMMARY

The Licensing Specialist plays a pivotal role in serving children and families in need through the Foster Care program of One More Child. The Licensing Specialist will support the care and development of abused, neglected and orphaned children by recruiting, licensing, and re-licensing of foster parents and will provide on-going training and support to those licensed foster parents.

ESSENTIAL DUTIES AND FUNCTIONS

- To meet and maintain the One More Child caseload standards and goals, as outlined by the Director of Foster Care Ministries and Executive Director of Foster Care in the annual goals.
- To recruit Christian foster homes that meet or exceed the quality standards of the program.
- To represent OMC at booths/speaking events as well as internal meetings as requested by the Director/Executive Directors.
- To provide foster families and/or ensure foster families are linked with opportunities to receive all necessary trainings and to ensure that trainings are complete, current, and compliant with program standards.
- To license and relicense all Foster Homes on the caseload in a timely manner.
- To visit Foster Homes quarterly and as needed to ensure Foster Care quality standards are met and to comply with local CBC/DCF expectations.
- To ensure that every child placed in an OMC foster home for 30 days or more has a documented exposure to the Gospel.
- To provide general support for all OMC Foster Families and to assist with providing 24-hour on-call support/coverage to the families, which includes, but is not limited to, answering/returning calls related to placements and emergency support requests in a timely manner.
- To coordinate placements and discharges for foster clients and to ensure at least 70% utilization of available placement beds.
- To maintain updated case records, files, and database records in an efficient manner.
- To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences and to ensure that all training requirements for certification as well as those required by OMC, statutes/administrative codes, and/or the local CBC/DCF are fulfilled annually.
- To perform all other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor degree in Social Work or a related field from an accredited college or university. Bachelor degrees in other fields from accredited colleges/universities can be considered on a case-by-case basis but must meet the eligibility requirements for CWLC/CWCM/CWCPI certification.
- Two years of experience
- CWLC (Child Welfare Licensing Counselor) certification through the Florida Certification Board, preferred. (CWCM or CWCPI certifications are also acceptable.)
- CWLC (Child Welfare Licensing Counselor), CWCM, or CWCPI full certification through the Florida Certification Board is required within 1 year of the successful completion of Pre-Service Training. (Successful completion includes passing the Post-Test within 2 weeks of the class completion and can include up to two test attempts, the second of which will occur at the Licensing Specialist's expense).
- Successful completion of required background screenings
- Florida Driver's License within 30 days of hire
- Has and will maintain a current driver's license with a satisfactory driving record (6 points or less)

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Strong customer services skills with the innate ability to recognize one's customer and to respond accordingly.
- Ability to establish and nurture trusting and supportive relationships.
- Ability to communicate effectively with a diverse group of people, in varying settings and often during challenging life circumstances.
- Strong attention to detail in regards to completing quality and timely case file reports.
- Strong writing, grammatical and punctuation skills.
- Ability to effectively prioritize and shift gears when necessary to meet changing circumstances.
- Excellent time management skills with the ability to manage multiple responsibilities and non-negotiable deadlines while traveling extensively.
- Good understanding of healthy family dynamics, conflict resolution, problem solving, interpersonal relationship skills and child development.
- Ability to relate positively to families needing support services and have the ability to establish nurturing, positive relationships.
- Ability to assess needs and determine suitability of referrals/placements.
- Ability to observe and make accurate assessments of situations.
- Ability to work with frequent interruptions and in stressful situations; ability to respond in crisis situations.
- Ability to engage in public speaking and make presentations.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and have been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation as evidenced.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in a Christian lifestyle and engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit, talk, and/or listen. The employee frequently is required to use hands to grasp and complete clerical duties, which include, but are not limited to filing, typing, and data entry. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to drive/operate a motor vehicle.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

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.

Job functions are performed in a variety of settings, including office environments, public settings (churches/conference centers/etc.) and private settings (e.g. the homes of foster families/prospective foster families/etc.). Office locations and situations vary throughout the state. The position requires considerable flexibility in scheduling and possible travel throughout the region. Work schedules include the routine need for availability to complete after-hours work (e.g. evenings, weekends, holidays, etc.) as part of the regular work schedule.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____



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