**Job DESCRIPTION: Licensing Specialist**

**Department:** Foster Care Ministries

**Reports To:** Director of Foster Care Ministries

**Recruited By:** Director of Foster Care Ministries

**Approved By:** Area Administrator

**Organizational Unit:** Campus

**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 the Florida Baptist Children’s Homes. The Licensing Specialist will coordinate care and development for abused, neglected and orphaned children by recruiting, licensing, re-licensing of foster parents and provide on-going training and support.

## ESSENTIAL DUTIES AND FUNCTIONS

1. To meet and maintain the Children’s Homes caseload standards and goals, as outlined by the Director of Foster Care Ministries and Area Administrator.
2. To recruit Christian Foster Homes that meets or exceeds the quality standards of the program.
3. To provide all necessary training for Foster Parents, and to ensure that trainings are complete, current, and compliant with program standards.
4. To license and relicense all Foster Homes in the caseload.
5. To visit Foster Homes quarterly and as needed to ensure Foster Care quality standards are met.
6. To provide general support for all Foster Families.
7. To coordinate placements and discharges for foster clients.
8. To maintain updated case records, files, and database records in an efficient manner.
9. To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences.
10. To perform all other duties as assigned.

## MINIMUM QUALIFICATIONS

Bachelor’s degree in Social Work or a related field from an accredited college or university

Two years of professionally related experience

CWLC (Child Welfare Licensing Counselor) certification through the Florida Certification Board, preferred

Florida Driver’s License within 30 days of hire

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

* Strong customer services skills with the innate ability to recognize one’s customer and to respond accordingly.
* Skilled at establishing and nurturing trusting and supportive relationships.
* Ability to effectively communicate with a diverse group of people, in varying settings and often during challenging life circumstances.
* Strong attention to detail with 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 while traveling extensively.
* Skilled with public speaking and presentations.

## SPIRITUAL QUALIFICATIONS

* Must have had a personal conversion experience with Jesus Christ and 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.
* 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 witness activities as a normal part of life.

## PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes, documents, and or display units.

## 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 normal office environment. The position requires flexibility in scheduling and possible travel throughout the region.

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_