

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**FOSTER CARE LICESNING ANALYST**

**Department: Foster Care Licensing**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The Foster Care Licensing Analyst is responsible for providing quality monitoring to Level I, Level II, and Level V foster homes. Investigates complaints and foster care referrals against licensed homes and monitors corrective action plans. This position is also responsible for assisting with re-licensing Level II foster homes and facilitating PRIDE training to prospective Level II and Level V homes. This position reports to the Level II Caregiver Support Supervisor.

**ESSENTIAL JOB FUNCTIONS**

* Investigate Foster Care Referrals and report findings in Florida Safe Families Network, Foster Care Review Committee, and Incident Report meeting.
* Develop and monitor corrective action and safety plans for Foster Homes in accordance with PSF Quality Operations policies and procedures.
* Manage quality assurance process and provide crisis intervention to foster care parents where licensing concerns are present.
* Analyze, interpret, and report on trends in data as it relates to the foster care referrals, special conditions, and institutional abuse reports.
* Provide support and guidance to foster homes.
* Re-Licensing Level II foster care homes in accordance with PSF and DCF regulations and requirements.
* Compose comprehensive foster home studies base on the strengths and needs of the prospective families.
* Helps potential partner families understand issues/problems and sets up behaviorally specific goals and expectation related to those issues.
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Investigates foster care referrals and complaints on licensed foster homes.
* Conduct STAR Training for potential foster parents.
* Assist in crisis intervention to foster care parents, as necessary.
* Make contact with caregiver(s) following new placements and as needed.
* Address needs as they become known i.e., daycare referrals, normalcy funds, travel reimbursement etc.
* Conduct Quarterly home visits with assigned families to ensure they are receiving services needed.
* Provide assistance with writing caregiver input forms.
* Attend court hearings and staffing’s when needed.
* Address safety concerns and participate in FCRC staffing’s as necessary
* Understands different views, expertise and experience of others; understands the perspectives and limitations of other individuals and systems.
* Enters each home-study with an understanding of what must be accomplished to reach objective.
* Prepares in advance for situations (i.e., home-visits, STAR training class, rehearses presentations).
* Thoroughly document issues, questions, or concerns directly related to re-licensing foster homes and concerns regarding suitability as a licensed caregiver.
* Availability to work flex schedule when needed to provide support to caregivers
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Performs other related job duties as assigned.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**QUALIFICATIONS**

**Education and Experience:**

Bachelor’s Degree in Psychology, Social Work, or related field or equivalent; Master’s degree in the like preferred; and two (2) years of relevant experience in child welfare preferred; or an equivalent combination of education and experience.

Must obtain STAR Instructor within 12 months of appointment.

**Special Qualifications:**

Child Welfare Professional and Licensing Certification or CWP eligible.

Must obtain certification as a STAR instructor within twelve (12) months of appointment.

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

* Knowledge of policies and procedures as they pertain to licensing and relicensing foster homes.
* Knowledge of the service population’s cultural and socioeconomic characteristics.
* Knowledge of Microsoft Office programs.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in leadership.
* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Skill in the use of various types of office equipment (e.g., copier, fax, multi-line telephone system).
* Strong analytical and problem-solving skills.
* Ability to problem-solve, make decisions, and implement plans.
* Ability to conduct home visits.
* Ability to work in a teamwork atmosphere as well as independently.
* Ability to be proactive, decisive and employ crisis intervention principles appropriately.
* Ability to network with, educate, and involve community stakeholders.
* Ability to work flexible schedule when needed.
* Ability to maintain a positive and reliable attitude concerning all aspects of working in a challenging environment, including significant patience and respect for children and families who can become quite demanding.
* Ability to be sensitive to cultural needs and willingness to serve as a positive member of a working team.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* Ability to prioritize multiple tasks and projects.
* Ability to work independently with minimal supervision.
* Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Manipulating: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. Work requires travel from site to site. This position may require frequent same day travel. This position may require infrequent overnight or weekend and night travel.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace.  Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527.  Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**DRUG-FREE WORKPLACE**

Partnership for Strong Families maintains and enforces a Drug-Free Workplace program.  New employees are required to be drug tested prior to employment.  In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing.  Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Date**