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**JOB DESCRIPTION**

POSITION TITLE: Level II Licensing Specialist

FLSA Designation: Non-Exempt

EEO Category: Professional

SOC: 21-1021

Last Reviewed/Updated: 9/30/2021

**Job Summary:** The Level II Licensing Specialist will license, train and support Level II and V foster homes. This position reports to the Level II Licensing Supervisor.

*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.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principles:** To provide a safe environment for all children. To make prevention of child abuse and neglect a community priority.

**Competencies:** Knowledge of policies and procedures as they pertain to licensing and relicensing foster homes. Ability to be proactive, decisive and employ crisis intervention principles appropriately. Ability to network with, educate and involve community stakeholders.

**Core Functions:**

* License and re-license foster care homes in accordance with PSF and DCF regulations and requirements.
* Display an understanding of and sensitivity to service population’s cultural and socioeconomic characteristics.
* Conduct PRIDE Training for potential foster parents.
* Assist in crisis intervention to foster care parents, as necessary.
* Provide support and guidance to assigned foster homes.
* Assist with recruitment activities based on the targeted needs of the PSF.
* Conduct Quarterly home visits with assigned families to ensure they are receiving services needed.

**Core Principles:** To individualize services to meet the needs of children and families. To respect the inherent dignity of children and families with permanency in mind. To respect the diversity of all children and families in the community.

**Competencies:** Commitment to using a strength based, child-centered, family focused practice with the ability to identify strengths and needs. Ability to perceive and communicate with sensitivity without judgment while respecting each person’s potential. Command of the principles of permanency for children.

**Core Functions:**

* Compose comprehensive foster home studies based on the strengths and needs of the prospective families.
* Display understanding of and sensitivity to service population’s cultural and socioeconomic characteristics.
* Uses a variety of questioning techniques to elicit information needed in order to form conclusions or make decisions.
* Fits pieces of information into a coherent whole or summary.
* Understands different views, expertise, and experience of others; understands the perspectives and limitations of other individuals and systems.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:** Commitment to ensuring accountability and a-results based orientation.

**Core Functions:**

* Enters each home-study with an understanding of what must be accomplished to reach objective.
* Prepares in advance for situations (i.e., home-visits, PRIDE training class, rehearses presentations).
* Thoroughly documents issues, questions, or concerns directly related to licensing and re-licensing foster homes.

This list of essential functions is not intended to be exhaustive. Partnership for Strong families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelor’s Degree from an accredited college or university with major coursework in Psychology, Social Work, or related field.
* Possession of a Florida Driver’s License, maintain an acceptable driving record, and accessibility to reliable transportation.
* Certification as a Child Welfare Professional or CWP eligible.

*Special Condition:*

* Must obtain certification as a PRIDE instructor within 12 months of appointment to this position.

PREFERRED:

* Masters’ degree from an accredited college or university with major coursework in Psychology, Social Work, or related field.
* Experience training or supervising foster parents.
* PRIDE certification.
* Experience or knowledge of special needs children.
* Two years of professionally related child welfare experience.

**Knowledge, Skills and Abilities:**

* Strong verbal and written communication skills.
* Strong organizational skills.
* Strong interpersonal and communication skills.
* Strong leadership skills.
* Ability to problem solve, make decisions, and implement plans.
* Ability to conduct home visits.
* Ability to work flexible hours.
* Ability to work in a teamwork atmosphere as well as independently.

**Physical Requirements:**

 Sitting 40%

 Standing 30%

 Mobility (moving between internal offices) 10%

 Kneeling/Bending/Stooping 10%

 Reaching, overhead 10%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

Ability to Lift and carry up to 40 pounds.

**Travel:**

 Same Day [ ] Infrequent [ ] Occasional [x]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [ ] Infrequent [x] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

Occasional (2 to 3 times Month)

Frequent (2 to 3 times Week)

PFSF 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:**

PSF 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**