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**JOB DESCRIPTION**

POSITION TITLE: Level II Licensing Supervisor

FLSA Designation: Exempt

EEO Category: Officials & Managers

SOC: 21-1021

Last Reviewed/Updated: 11/4/2022

**Job Summary**:

The Level II Licensing Supervisor manages the daily operations of all PSF Level II Licensing Specialists who license, train, and support partner families and interested applicants. This position reports to the Licensing Retention Manager.

*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 Principle:** To recognize that more can be done with communities and families as partners.

**Competency:** Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* Provide needed support in the evaluation of suitability for foster care placement.
* Assist with the re-license of foster care homes.
* Assist with Parent Resources for Information, Development, and Education (PRIDE) training for potential foster homes; provide on-going in-service training for licensed foster parents as needed.
* Assist in crisis intervention to foster care parents, as necessary.

**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:**

* Manage Level II Licensing Specialists in such endeavors as needs assessment, monitoring in accordance with agency policies, priorities and accreditation standards.
* Ensure compliance with Foster Parent Licensure Policy and Procedure and State and Federal laws.
* Assist with the identification of staff training needs. Provide and/or arrange training for new and existing staff on a regular basis.
* Provide guidance to licensing specialist by coaching, motivating, training, and providing other development activities.
* Develop training and staff development plans with each staff member.
* Review and monitor case files for both internal and external quality assurance standards.
* Review and ensure staff complete all documentation and reports in a professional and timely manner.
* Prepare and conduct staff performance evaluations, including progressive discipline when appropriate.
* Provide direct casework and/or training in the absence of Level II Licensing Specialist.
* Participate in the quality improvement process.
* Remain current in changes in Florida Administrative Code and make appropriate program changes as necessary.
* Provides documentation to the Foster Care Licensing and Retention Manager and Director in matters of hiring and discipline.
* Provides staff training and community outreach as requested or required.
* Other duties as necessary.

**Core Principle:** To respect the diversity of all children and families in the community.

**Competency:** Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Functions:**

* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* As a supervisor, know and understand the processes to be followed in relation to complaints by employees regarding harassment and/or retaliation. Fairly and consistently apply all human resource policies as it relates to subordinate staff.

This list of essential functions is not intended to be exhaustive. The 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.
* Certification as a Child Protection Professional.
* Three years of professionally related child welfare experience.
* Possess a valid Florida Driver’s License; maintain an acceptable driver’s record, and accessibility of reliable transportation.
* Certification as a Child Protection Professional Supervisor within 12 months of appointment to the position.
* Parent Resources for Information, Development, and Education (PRIDE) certified within 6 months of appointment to the position.

PREFERRED:

* Masters’ degree from an accredited college or university with major coursework in Psychology, Social Work or related field.
* Parent Resources for Information, Development, and Education (PRIDE) certification.
* Experience or knowledge of special needs children.
* Previous supervisory experience within child welfare.
* Working knowledge and understanding of 65c-45.

**Knowledge, Skills, and Abilities:**

* Effective 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.

**Physical Requirements:**

Sitting 40%

Standing 30%

Mobility (moving between internal offices) 20%

Kneeling/Bending/Stooping 5%

Reaching, overhead 5%

Speaking  Yes   No

Hearing  Yes   No

Reading Comprehension  Yes   No

Ability to Lift and carry up to 40 pounds.

**Travel**

Same Day Frequent

Overnight Infrequent

Weekend and Nights Occasional

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 Work Place 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**