

**Denali Family Services  
Foster Care Licensing Specialist Supervisor  
Position Description**

**Mission**

Supporting children and families through individualized community based services.

**Section I**

<b>Name:</b>		<b>Organization:</b>	Denali Family Services
<b>Job Title:</b>	Foster Care Licensing Specialist Supervisor	<b>Department:</b>	Foster Care
<b>FLSA Status:</b>	Overtime Exempt	<b>Supervisor:</b>	Foster Care Director
<b>Revision Date:</b>	May 2015	<b>Position Status:</b>	Full Time
<b>Position Locations:</b>	Anchorage	<b>OES Job Code:</b>	21-1021

**Section II**

**Summary Position Statement:**

The Foster Care Licensing Specialist Supervisor assists the Foster Care Director in the daily operations of the Foster Care Department. The Foster Care Licensing Specialist will assist in supervision of staff, recruitment of foster parents, provide trainings for staff, maintain collaborative relationships with partner agencies, and play a primary role in expanding the Denali Family Service Foster Care Recruitment and training programs.

This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

**Section III**

**Essential Functions of the Position:**

- Supervise the Foster Care Department in absence of Foster Care Director

- Assists with evaluations, corrective actions, and provides performance feedback with Director approval
- Conduct case reviews of Foster Care licensing specialist files to ensure compliance with COA standards and all agencies of accreditation and licensing
- Provide leadership and supervision to Foster Care Licensing Specialists to ensure quality, and compliance with the department's policies and procedures
- Supervise the licenses of a minimum caseload of 8 therapeutic foster homes
- Develop and implement a foster parent recruitment plan to increase and retain the number of qualified therapeutic foster homes in the community
- Create and/or run reports that utilize the database system to ensure requirements are being met for accreditation and agency standards
- Perform the basic licensing process, to include receiving and responding to pre-application inquiries, conducting background checks, interview meetings in the foster parent's home, and arranging fire, safety and environmental evaluations.
- Conduct on-site program assessments, process waiver requests, document findings, and formulate recommendations for license insurance, denial/revocation, or injunctive actions.
- Conduct complaint/allegation investigations, may need to prepare testimony for administrative or court hearings, conduct supervisory visits to facilities, and provide post-licensing issuance consultation.
- Cooperate with other specialists and regulatory agencies, such as fire marshals, building inspectors, sanitarians, teachers, public health nurses, the Office of the Attorney General and business loan and licensing divisions of the executive branch.
- Serve as a resource person to licensed providers; and identify and facilitate use of other resources to upgrade performance of care facilities.
- Participate in preparing orientation packets and informational newsletters.
- Contribute to standard setting by providing information accrued from experience, and by serving on committees with providers and consumers to review and revise requirements.
- Provide training and consultation to office staff and social service agencies that participate in the information gathering part of licensing evaluation for child foster homes.
- Develop community awareness of licensing needs and benefits; recruit providers for regular, specialized and respite foster care; and secure provider agreements for services.
- Participate in community planning to fill gaps in community care and support services.
- Coordinate and document placements for foster care.
- Provide quality assurance and approval of foster parent medical documentation.

- Authenticate foster parent stipends for payment.
- Other duties and special projects as assigned

## **Section IV**

### **Other Duties & Responsibilities**

- Assist in developing and implementing training for foster care programs
- Collaborate with external agencies
- Attend and participate in meetings, committees and trainings

## **Section V**

### **Position Requirements:**

Minimum Qualifications: Must meet State of Alaska regulatory qualifications for a Level II child placing worker which include a Bachelor's degree from an accredited college or university in social work, human services, psychology, or a closely related field and three (3) years of experience in family and children's services, child protection/welfare or other out of home care environment which involved working with children and adolescents identified with developmental disabilities and/or as severely emotionally disturbed. One (1) year of experience must have included supervisory responsibility.

### Knowledge, Skills & Abilities:

- Strong working knowledge in foster care, licensing protocols, and applicable laws
- Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions
- Ability to positively influence others to achieve goals and objectives
- Ability to train, evaluate and supervise employees
- Ability to remain current on State and Federal statutes and regulations that affect foster care in Alaska
- Ability to maintain positive professional working relationships and to work effectively within a team environment
- Must be organized, efficient, and able to manage multiple tasks with attention to detail
- Ability to ensure confidentiality for both employees and clients
- Knowledge and understanding of agency policies, procedures, and program requirements
- Proficient with Microsoft applications and possess the ability to learn other software applications.

- Ability to pass a State and FBI background check in accordance with the State of Alaska Background checking Unit
- Ability to read, speak and write English
- Ability to act decisively and with fairness

Physical Requirements: Ability to use a computer and to communicate both in person and over the phone. Must be able to lift 25lbs and be engaged in physical activities associated with trainings and recruitment fairs.

Working Conditions: Work is performed in a community mental health center.

**Disclaimer:**

This Position Description reflects Denali Family Service's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this position description and understand the essential functions and qualifications of the job.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_