

**Denali Family Services
FOSTER CARE LICENSING SPECIALIST
Position Description**

Mission

Supporting children and families through individualized community based services.

Section I

Name:		Organization:	Denali Family Services
Job Title:	Foster Care Licensing Specialist	Department:	Foster Care
FLSA Status:	Overtime Eligible	Supervisor:	Foster Care Director
Revision Date:	March 2014	Position Status:	Full-time
Position Locations:	Anchorage	OES Job Code	21-1021

Section II

Summary Position Statement:

Provide all state licensing requirements and consultative services to treatment foster parents. Provide training for treatment foster home placements, including all financials, placement agency licenses, and statistics. Provide administrative supervision to treatment foster parents.

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:

- Perform the basic licensing process, to include receiving and responding to pre-application inquires, 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.

- Enter each new applicant into the computerized Harmony MIS, management system.
- 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. Contribute to staff development.
- 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.
- License and maintain foster homes.
- Coordinate and document placements for foster care.
- Provide quality assurance and approval of foster parent medical documentation.
- Maintain foster parent files to ensure compliance with licensing standards.
- Authenticate foster parent stipend for payment.
- Provide supervision to foster parents
- Organize and perform foster parent training.

Section IV

Other Duties & Responsibilities:

- Interview potential foster parents.
- Conduct orientation and training for new foster parents.
- Maintain agency foster care placement license
- Participate in on-call rotation.
- Attend and participate in meetings, committees and trainings as assigned.

Section V

Position Requirements:

Minimum Qualifications: Bachelor's Degree from an accredited college or university with 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.

Preferred: A Bachelor's degree from an accredited college or university in social work, human services, psychology, or a closely related field with two (2) 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.

Knowledge, Skills & Abilities:

- Knowledge in foster care and licensing protocols and applicable laws.
- Ability to positively influence others to achieve goals and objectives.
- Leadership capabilities with the ability to align with a team with the organization's mission and achieve established goals and objectives.
- Ability to train, evaluate and supervise employees.
- Ability to interview and recommend potential candidates.
- Must have excellent written and oral communication skills, sound clinical and therapeutic skills and the ability to accurately document events, provide detailed records for consumers and work with a multi-disciplinary team.
- Ability to maintain positive professional working relationships and to work effectively within a team environment.
- Organized, efficient, and able to manage multiple tasks simultaneously with attention to detail and accuracy.
- Excellent interpersonal communication skills and good written communication.
- Ability to ensure consumer and employee confidentiality as prescribed by agency policy and federal law
- Proficient with Microsoft applications and possess the ability to learn other software applications.
- Knowledge and understanding all agency protocol, policy, procedure, plans program requirements.
- Ability to act decisively and with fairness.
- Ability to read, speak and write in English
- Ability to pass a State and FBI background check in accordance with the State of Alaska Background Checking Unit.

Physical Requirements: Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Must have visual and hearing acuity.

Working Conditions: Work is performed in a community mental health center and in foster parent homes.

Other Requirements: ability to obtain CPR and First Aid certification, continual proof of a valid Alaska Driver's License, maintain current personal vehicle insurance and registration on personal vehicle(s) used for company business, maintain a violation free driving record for the past year, maintain satisfactory criminal background record and be at least 21 years old due to driving on company business.

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: _____