



Position Description

Title: Licensing & Placement Specialist		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #1000660	Salary Grade:	
Date Approved:		
Revision Date:	Revision:	

Purpose of Position

The Licensing & Placement position is responsible for recruiting and licensing kinship and foster homes. This position provides training and support to these homes to ensure successful placement. This exempt position reports to the Foster Care Case Management Supervisor.

Major Duties (*Essential Element)

- Responsible for recruiting and licensing kinship and foster homes.
- Develops and maintains an ongoing recruitment plan.
- Coordinates and trains relative/kinship parents to ensure the foster parents' capability to maintain children within their homes.
- Conducts licensing and re-licensing home studies within compliance with state licensing and agency policy.
- Responds to and resolves case issues, concerns, complaints, and monitors and documents throughout resolution.
- Operates according to contractual obligations, licensing standards, and Great Circle quality standards.
- Functions within Agency's policies and procedures.
- Works to help children and families achieve timely permanency.
- Operates within service budget.
- Provides complete documentation as required.

Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Must be proficient in Word, Excel and email applications. Valid Class E Missouri Driver's license, or ability to obtain within 2 weeks of hire.

Required Education and Experience

- Bachelor's degree in human services, social work, psychology, counseling, or a related human services field.
- 2 years working with children and families in the social services field, preferably at least one year with Therapeutic Foster Care and licensing experience.

Preferred Education and Experience

- Master's degree

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____