



## Position Description

Title: Licensing and Placement Specialist		
FLSA Class: Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title #1000660	Salary Grade:	Licensure:
Date Approved: 11/26/2016		
Revision Date: August 7, 2017, 1/19/19	Job Class: Home and Community Based Services	
Revision: In home, relative homes and documentation; FLSA Exemption	Purchasing Authority: 0	

### Purpose of Position

The Licensing & Placement position provides training to resource homes, support to recourse parents, work as part of the family support team, recruit homes when applicable to the contract they are working on, follow policies rules and regulations on licensing standards. This exempt position reports to the FCCM or Licensing Supervisor or Assistant Director depending on the location.

### Major Duties (\*Essential Element)

- Works to help children and families achieve timely permanency\*
- Assessment of foster homes, relative and kinship homes\*
- Resolves case issues and complaints
- Operates within service budget
- Provides timely and complete documentation including for home studies and recording information into the health record system
- Ensures kinship and foster parents are well-trained and supported to achieve positive outcomes for children\*
- In-home quarterly visits
- Coordinates admissions and placement of referrals

### Working Conditions

Working in a trauma informed office or home environment.

Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Other physical demands may also include climbing, stooping, kneeling or crawling, listening, tasting or smelling as well as lifting ten pounds more frequent and occasionally 25-100 pounds. 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. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. This position requires the ability to work productively and respectfully with individuals and families from diverse cultural backgrounds as well as strong skills in MS Office Suite. A valid Missouri Class E license is necessary or the ability to obtain within 2 weeks of employment.

### 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 with one of those two years specifically case management with child welfare

### Preferred Education and Experience

Master's degree in human services, social work, psychology, counseling, or a related human services field

One year with Therapeutic Foster Care and licensing experience

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

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_