

City Ministries

Job Description

Licensor

I. POSITION DESCRIPTION

This position is responsible for the initial certification process of qualified foster homes and continued compliance with Licensing Division (LD) requirements. This includes but is not limited to, processing new licenses, investigation of licensing complaints, re-licensing, annual requirements, some training, and the home assessment process.

II. RESPONSIBILITIES

1. Demonstrated ability to organize, plan and follow through with assigned tasks.
2. Support the certification process for prospective families including: orientation to the mission, values and practices of the organization; compliance with LD requirements; pre-service training; and the home assessment process.
3. Supervises continued program and foster home compliance with LD standards, including Minimum Licensing Requirements and regional policies.
4. Consult with intake and case management staff regarding placement and licensing issues.
5. Coordinate the re-licensing of foster homes and amend licenses as necessary.
6. Conduct annual licensing home visits.
7. Act as the liaison to the Division of Licensed Resources on behalf of the agency.
8. Investigate licensing complaints as directed by the Division of Licensed Resources.
9. Assist in the investigation of LD/CPS complaints as directed by LD/CPS.
10. Support families through the investigation process.
11. Assist Director in recruitment of qualified foster homes.
12. Host mandatory Foster Parent Meetings two times a year.
13. Provide Visitation Services between foster children and biological caregivers as outlined in visitation agreement.
14. May also assign other duties and/or responsibilities as assigned.

III. ESSENTIAL FUNCTIONS

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read, analyze, and interpret human service periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as percentages, mean, mode and median ability to interpret budgetary financial data.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: State of Washington Registration as a Social Worker or equivalent licensure to be approved for eligibility as a qualified mental health professional.

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Must have and maintain a valid Washington Driver's License, maintain automobile insurance coverage, and have access to an automobile.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Will be required to drive daily in and around King County for meetings and/or visits to residential facilities. Will work in varied residential environments based on assigned caseload.

IV. EMPLOYMENT STANDARDS

Education/Experience:

1. Bachelor's degree from an accredited college or university in social services or a related field, preferred or the equivalent of relevant work experience.
2. Knowledge and experience in areas of recruitment and public relations.
3. Prior supervisory experience preferred.
4. Experience working in a culturally diverse environment.

Skill at:

1. Demonstrated ability to organize, plan and follow through with assigned tasks to meet both internal and external deadlines.
2. Ability to present oneself well and interact in a mature and professional manner.
3. Willing to work evenings and weekends in order to meet families who are unable to meet during regular working hours.
4. Some travel is required; ability to drive to homes with the assigned geographical area. Drives not typically exceeding 1-1/2 hours.
5. Dependable transportation with valid driver's license and proof of insurance required.
6. Successful completion of application and background check process also required, including reference checks, criminal background check, Washington MVR, and credit check.
7. Must be a member of Churchome or any of its affiliated network churches.

V. EMPLOYMENT STANDARDS

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and City Ministries' other manuals and directives, as revised from time to time, including our Statement of Faith. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations.

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Work Status: Exempt, Full Time

Supervisor: Director of City Ministries Child Placement Agency

Staff Supervision: None

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