



Job Description

Employee Name:	Program: Community-Based Care Component: Foster Parent Support Services
Working Title or Position: Training & Licensing Specialist	Position #: 57
Created: 11/16/2001	Amended: 02/23/2015
Role: Community-Based Care Function: Foster Parent Support	Wage and Hour Status: Non-Exempt
Supervisor:	Positions Supervised: None
Salary Minimum: \$31,600 prior to completion of Phase 1 Child Protection Professional Training; \$32,600.00 following successful completion; \$33,600 Fully Capable	
Position Summary	
The purpose of this position is to develop and manage the foster home system through licensing of foster homes and to provide training and support to foster parents with the goal maintaining safe and nurturing environments and promoting the well-being of children placed in their care.	
Role Requirements	
<p>MINIMUM TRAINING, CREDENTIALS, AND EXPERIENCE REQUIRED: Bachelor's degree in a human services related discipline from an accredited college or university. Compliance with minimum standards for screening of personnel as contained in F.S. 394.4572.</p> <p>Role Requirements</p> <ul style="list-style-type: none"> ▪ Complete Quality Parenting Training (QPT). ▪ Attain Child Protection Professional Certification. ▪ Use a computer. ▪ Possess reliable personal transportation for completion of job duties. ▪ Travel locally to foster homes, agency sites, and other locations as necessary. ▪ Possess a valid Driver's License. ▪ Be insurable under Center's automobile plan. ▪ Work within the guidelines established in the policies and procedures of the agency and program. ▪ Understand and practice according to state and federal statutes, rules and policies that relate to foster home management. <p>Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the</p>	

Human Resources Department and the organization's website at www.lifemanagementcenter.org.

General Competency Requirements

Competencies

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Trauma Awareness- Attunement to the presence to trauma indicators and the ability to project safety and trust in relating.
- Empathy - Ability to appreciate and be sensitive to the feelings of others.
- Tact - Ability to show consideration for and maintain good relations with others.
- Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Relationship Skills - Ability to effectively build relationships with customers and co-workers.
- Self- Management Skills - Ability to organize and direct oneself.
- Team Building - Ability to participate with others to achieve goals.
- Organizational Skills – Ability to manage time, adhere to deadlines, prioritize tasks.
- Flexibility – Ability to respond quickly to changing requirements.

Position Function (reason position exists - supports Community-Based Care System and organizational mission)

- Relate effectively to foster parents, children in their care and team members of the community-based care system.
- Maintain effective communication with the Community-Based Care System partners to assure efficient, coordinated service provision.
- Solve problems and advocate for foster parents.
- Complete all new foster family licensing studies in accordance with Chapters Rule 65C-13 and 65C-15, Florida Administrative Code, and all lead agency operating procedures.
- Prepare all re-licensing foster family home studies with all original documentation in accordance with the Florida Administrative Code, Rule 65C-13.006 and other documentation required by the Community-Based Care System.
- Submit all original documentation required by Rule 65C-13.005 and other documentation required by the Community-Based Care System for the revocation or modification of a foster family home license.
- Ensure that each foster family operator signs a release of information form for the Community-Based Care System to obtain information.
- Conduct quarterly on-site visits with each foster family home for the purpose of ensuring compliance with licensure and safety standards.
- Report to the Florida Child Abuse Hotline any concerns regarding the safety of a child in care.
- Train foster/adoptive families in the Quality Parenting Training (QPT) program or other approved curriculum design at a minimum of one time per quarter.
- Provide in-service training opportunities annually for foster parents to meet the re-licensing standards.

- Ensure Community-Based Care System representatives are invited to be participants in panel presentations during QPT to explain Community-Based Care System policies and procedures.
- Understand and practice the principles of trauma informed care.
- Understand and promote normalcy for children living in foster care.
- Have knowledge of community resources for foster children and families.
- Coordinate with recruitment and retention staff to assure that ongoing technical support meets the training needs of foster parents.
- Coordinate with other Community-Based Care System approved vendors who are designed to provide additional training for foster parents.
- Coordinate with Children's Medical Services or the Center's Therapeutic Foster Home Program when prospective foster parents have an interest in obtaining a specialized license.
- Participate in district and/or statewide initiatives designed to enhance recruitment and retention of family foster care homes.
- Participate with the planning and conduct of Foster Parent Appreciation events.
- Attend Foster Parent Association meetings as welcome.
- Provide backup for recruitment and retention functions.

Other

- Arrive to work on time, provide appropriate notice when going to be late and follow attendance policy.
- Travel in multi-county service region.
- Work on a flexible basis that includes evening and weekend availability.
- Support the Agency mission and values.
- Attend all agency directed training.

Standards of Performance

Assure that the licensing process will meet the following outcomes:

- **100% of foster home applicants will have completed licensure packets within 60 days of QPT completion.**
- **100% of all documentation required for licensure will be submitted to BBCBC within 10 days of receipt of the signed application.**
- **100% of all license renewal packets will be submitted to the program supervisor 65 days in advance of the license expiration and will be complete and correct.**

Physical Requirements (physical demands of job i.e. walking, driving, standing, stooping, etc.)

Abilities

- Hear and understand conversational speech and visually observe behavior.
- Talk and read.
- Exert force (lift, carry, push, or pull) 10-25 pounds frequently, and up to 10 pounds constantly.
- Drive a facility automobile.
- See including close and distance vision.
- Sustain long periods of sitting (two to four hours per session).
- Travel to and from work sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Training Requirements

- Complete annual training requirements as outlined on Individual Plan of Training
- Complete required annual corporate training
- Complete training required to maintain Child Protection Professional Certification as defined by the Florida Board of Certification.

Team Participation (committees/teams in which the employee is expected to participate)

- Children's Services and Community-based Care Program Team
- Foster Parent Support Services Department Team
- Quality Parenting Initiative
- Foster Parent Mentoring Initiative

Employee's Signed Acknowledgement Of Receipt Of Present Job Description

Employee Signature	Date
Supervisor Signature	Date