

## **Licensing Specialist**

**REQUIREMENTS:** BA Degree in human services, Master's Preferred, with at least two year's work experience in social services position with youth and families. SAFE and IMPACT certification required or will complete within a specified time line as specified at time of employment; demonstrate flexibility, strong written and oral communication skills, computer efficiency, excellent analytical skills, cultural competency and in depth knowledge of child welfare best practices. Must be at least 21 years of age or older, have reliable transportation and willingness to travel locally, receive an acceptable criminal records check, child protective check, and motor vehicle check.

### **JOB DESCRIPTION:**

The Licensing Specialist is responsible for providing comprehensive services to families seeking to care for Bloom foster children by completing initial assessments, home evaluations, re-licensing home evaluations, certification training, and by providing ongoing support to the foster parents.

### **PRIMARY RESPONSIBILITIES:**

- Facilitates foster parent IMPACT/NTDC training sessions.
- Conducts a minimum of 3 in-home visits with prospective foster parents.
- Writes home evaluations in compliance with the Office of Provider Management, Office of Residential Childcare, and Bloom Policies and procedures.
- Provides or arranges all agency Pre-Service trainings prior to home licensure, (i.e. water safety training, agency policies and procedures, CPR/First Aid, Reasonable and Prudent Parenting, etc.).
- Maintains foster parent case records in accordance with program, accreditation, regulatory, and contract requirements.
- Responds to any inquiries from the Department of Family and Children Services, OPM, and ORCC relative to foster home compliance issues.
- Ensures mandatory reporting and other requirements are completed in a timely manner. Assists the Foster Care Program Director in completing Foster Home Policy Violation Assessments as needed.
- Conducts and submits renewal licensing SAFE Home Studies.
- Develops yearly training goals with foster homes according to their re-licensure needs.
- Works in conjunction with the Recruitment & Retention Specialist in order to ensure that all ongoing training requirements are met for each foster family.
- Participates in Bloom strategic planning and PQI activities as appropriate.
- Participates in individual supervision, staff meetings, and other meetings related to foster parents as needed.
- Represents Bloom at community and civic functions to market the program and advocate for child welfare best practices.

- Adheres to all mandating critical incident reporting guidelines.
- Other duties as assigned.

**GENERAL EXPECTATIONS:** This is a full- time position requiring flexibility of schedule. Local travel is required. May require some evenings and weekends.

**How to Apply:** Please send cover letter and resume to [jobopening@bloomouryouth.org](mailto:jobopening@bloomouryouth.org). No phone calls please.