

**West Valley Child Crisis Center
Job Description**

TITLE: Licensing Specialist

SALARY: DOE

DEPARTMENT: Foster Care, Adoption and Training Department

POSITION SUMMARY: The Licensing Specialist works with the resource family to obtain their fostering license or their certification for adoption. The Licensing Specialist provides support and resources through an individualized plan that includes: home studies, visits, crisis intervention resources, ongoing training, counseling resources, respite care, training and other services if needed. Licensing Specialist also assists training department in leading and co-leading the delivery of AZPS-MAPPS, Deciding Together and Medically Complex Child trainings.

REQUIRED SKILLS AND KNOWLEDGE:

- Bachelor's Degree in Social Work or related human service field from an accredited college or university and two years of professional experience in human service field OR master's degree in social work or in a related human services field from an accredited college or university; and
- Knowledge of child welfare system.

PREFERRED SKILLS AND KNOWLEDGE:

- Excellent communication skills and the ability to work independently and manage time and tasks effectively; proficiency with Microsoft Office;
- Proficient in diagnosing, assessing and evaluating the maturity, strengths, functional levels and readiness of persons and couples to become foster and adoptive parents;
- Knowledge of casework and group work concepts and the skills in utilizing both methods effectively;
- Ability to relate with a positive, warm and friendly manner to persons of any economic, educational or social level and to persons of any racial, ethnic or cultural background; and
- Possess leader certifications in AZPS-MAPPS, Deciding Together and Medically Complex Child or obtain certifications at next class offered by ADCS (within 60 days) of hire by attending ADCS's AZPS-MAPPS, Deciding Together and Medically Complex Child leader certification class trainings.

ORGANIZATIONAL RELATIONSHIP:

The Licensing Specialist reports to the Foster Care, Adoption, and Training Supervisor.

ESSENTIAL FUNCTIONS:

- Attend required AZPS-MAPPS, Deciding Together and Medically Complex Child trainings offered by ADCS if not already certified as leader;
- Act as certified leader or co-leader back-up when training or volunteer staff are unable to lead scheduled AZPS-MAPPS, Deciding Together and Medically Complex Child due to being sick or unable to attend;
- Negotiate and coordinate foster and adoptive placements;
- Prepare certification reports, placement report and home studies on adoptive and foster parents, and such other reports that the court may require;
- Supervise and monitor the licensed foster home on a regular basis depending on the experience of the foster parent, length of time the child has been in the home, and the needs of the family;
- Document the foster/adoptive parent(s) interactions with the child placed in their home and any other significant findings and submit documentation to the designated District staff within fifteen (15) business days after the visit occurs;

- Participate as a member of the DCS service team which includes participation in ongoing case plan staffing or the Child and Family Team (CFT) meetings;
- Lead or co-lead PS-MAPP or Medically Complex trainings as requested;
- Provide or arrange for twelve (12) hours of specialized training for potential parents who will caring for medically fragile children;
- Ensure crisis intervention services or access to Regional Behavioral Health Authority (RBHA) services are available twenty four hours, seven days a week for the family;
- Provide each new licensed family or certified family an option of having a mentor/buddy with experience as a resource family within thirty (30) days after placement of a child;
- Help families evaluate their needs for supportive services and provide assistance in accessing medical, specialized education, or social services;
- Develop an individualized support, training and monitoring plan for each family. This plan shall be reviewed and updated with the family throughout home visits;
- Ensure that the licensed foster parent completes at least six (6) hours of ongoing training annually consistent with the licensed foster parent's professional development plan;
- Offer each licensed family foster home a minimum of one hundred forty-four (144) hours of respite coverage per fiscal year. Make arrangements and payment of respite coverage for the foster family;
- Start the family foster home licensing renewal process at least ninety (90) calendar days prior to the license expiring;
- Provide pre-placement, placement, post-placement or post-adoption services to child(ren) and families;
- Submit the completed documentation for extension of the adoption certification (adoption recertification) at least thirty (30) calendar days prior to the adoption certification expiring; and
- Perform any other duties assigned by the supervisor.

OTHER REQUIREMENTS:

- Applicants are subject to meeting appropriate background standards;
- This position requires the use of the applicant's personal vehicle. Individuals must be physically capable of operating a vehicle safely, possess a valid driver's license, have auto insurance, and have an acceptable driving record;
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment; and
- Some evenings and weekends required.

WORKING CONDITIONS:

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations.

TO APPLY:

Submit a letter of interest and resume to:

West Valley Child Crisis Center

Attn: Candace Schulte, Foster Care, Adoption and Training Supervisor

18001 N 79th Ave., Suite C-56

Glendale, AZ 85308

Fax: 623-848-8864

E-mail: cschulte@wvccc.org

For more information about West Valley Child Crisis Center, visit www.wvccc.org.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills

required of personnel. Other functions may be assigned and management retains the right to add or change the duties at any time.

Position Description Reviewed:

Team Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Original Signed Position Description should be filed in Team Member's Personnel File. Copy should be provided to Team Member.