



Licensing Supervisor

Summary of services: Oversee the planning and coordination of services to relative and non-relative foster families. Support the licensing specialists as they develop relationships through orientation, training, and licensing of potential foster families. Maintain and assist staff in the ongoing development of foster families. Work with licensing staff to recruit, train, and license foster families, maintain licensed families, support relative and fictive kin caregivers, and facilitate the growth and development of new foster care families.

Requirements: The licensing supervisor position requires a BA/BS degree in social work, psychology, counseling, or a human service-related degree **AND** 3 years post-degree experience in the child welfare field. Or the licensing supervisor may have a master's degree in human services **AND** 3 years of post-degree experience in the child welfare field. The Licensing Worker must also have a valid driver's license.

Essential job duties:

Oversee and assist licensing staff as they:

- Recruit and license new foster families according to agency and state guidelines.
- Represent the agency and participate in community licensing recruitment and retention events, including but not limited to the Washtenaw County Coalition, BSC 5 DEI Group, and the agency's Diversity Advocacy Group (DAG).
- Participate in the Adoptive and Foster Parent Recruitment and Retention Plan (AFPRR) monthly meetings and provide updated information regarding licensing and placement trends.
- Provide initial intake and screening for prospective foster families, and complete all needed paperwork required for enrollments and licensing of families.
- Assess relative and fictive kin caregiver homes and provide support to ensure the safety of children in their homes.
- Initiate and maintain all foster parent files according to agency and state guidelines.
- File BCAL-259s, conduct special evaluations, and collect all information required to ensure compliance with all current agency and state licensing rules and regulations.
- Plan ongoing development and training of existing and new foster parents. Assess foster families' needs and youth needs within the families on an ongoing basis.



- Investigate suspected non-compliance of all foster families and make recommendations involving licensing status.
- Complete annual, renewal, and complaint evaluations, and update the documentation of placements within the foster parents' records.
- Continue professional development through training, seminars, and conferences, completing the state-required number of in-service hours per fiscal year.
- Provide on-call, after-hours crisis assistance through the weekly rotation of the agency's emergency cell phone.
- Enter all foster parent information and licensing-related contacts in CWLM within expected time frames, per policy.
- Perform duties while valuing diversity, equity, and inclusion. Maintain a commitment to understanding implicit and explicit bias and work to ensure diversity, equity, and inclusion are considered in all client and staff interactions.

Licensing Supervisors will also:

- Ensure staff compliance with state policies and contracts.
- Ensure staff compliance with timeframes through utilizing CWLM, trackers, and the Licensing Google Drive, and obtain and maintain the necessary documents for a licensing file.
- Develop and maintain relationships with the Regional Placement Unit and other counties' licensing staff.
- Educate staff about new requirements and policies discussed in the monthly Department of Child Welfare (DCWL) meetings.
- Report to counties about compliance with Recruitment and Retention efforts and progress on meeting licensing goals.
- Perform all duties with a dedication to ensuring work that values diversity, equity, and inclusion and ongoing learning about how to support, develop, and welcome diversity, equity, and inclusion with staff and agency clients.

Fostering Futures Licensing Supervisor

Date:

Fostering Futures Leadership

Date: