



## Licensing Specialist

**SUMMARY OF SERVICES:** Plan and coordinate the initial and ongoing development of foster families. Recruit, train, and license foster families and facilitate the growth and continual licensing of foster families.

**REQUIREMENTS:** The Licensing Specialist is required to have a BA/BS degree in social work, psychology, counseling, or a human service-related degree. The Licensing Specialist must have a valid driver's license.

### **ESSENTIAL JOB DUTIES:**

- Recruit and license new foster families according to agency and state guidelines.
- Represent the agency and participate in community licensing events, including but not limited to the Washtenaw County Coalition.
- Develop and maintain ongoing contact with the media and community for recruitment efforts.
- Provide initial intake and screening for prospective foster families, and complete all needed paperwork required for enrollments and licensing of families.
- 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. Investigate suspected non-compliance of all foster families and make recommendations involving licensing status.
- Plan ongoing development and training of existing and new foster parents.
- Assess foster families' needs and youths' needs within the families on an ongoing basis.
- Complete annual, renewal, and special evaluations, and update the documents of placement within the foster parents' records.
- Continued professional development through trainings, seminars, and conferences, completing a state-required number of in-service hours per fiscal year.
- Provides on-call 24-hour crisis assistance through the rotation of the agency's emergency cell phone.
- Enter all foster parent information and licensing-related contacts on LMS or MiSACWIS within the expected time frames, per policy. Load all required reports and forms completed regarding families onto the current state system.
- Always represent the agency in an appropriate, professional, and positive manner in the agency and the community at large.



- 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.