



## **JOB DESCRIPTION**

<b>Position:</b>	Foster Home Licensing Worker
<b>Responsible To:</b>	Assistant Director of Foster Home Licensing and Training
<b>Position Purpose:</b>	Assist with the ongoing recruiting and retention of foster homes and foster care services at Crossnore School & Children's Home by contributing to the recruitment of quality foster parents, complete foster parent licensing, training, and evaluation of foster parents.
<b>Status:</b>	Exempt – Professional Category

### **Qualifications:**

#### **EDUCATION**

- Meets requirements for a Qualified Professional which are: Master degree in a human services or related field from an accredited college or university and a minimum of one year supervised clinical experience working with children and families; Bachelor degree in a human services field and two years' experience with the current population; or a Bachelor degree in a non-human services field and four years' experience with the current population.

#### **TRAINING**

- Certified in TIPS/MAPP strongly preferred
- Deciding Together (DT) certified strongly preferred
- North Carolina state foster care licensing training preferred

#### **EXPERIENCE/SKILLS**

- Minimum of two years' experience in working with children and families required.
- Demonstrated ability to exercise discretion and independent judgment.
- Strong verbal and written communication skills; including word processing skills, superior writing skills, and attention to details.
- Ability to interface well with others, both inside and outside the agency.
- Working knowledge of the state mental health system preferred
- Valid driver's license.

### **Duties and Responsibilities:**

#### Training and Licensing

1. Lead foster parenting training initiatives within one's region by training through TIPS/MAPP and Deciding Together curriculum (trainings typically occur during evening hours)
2. Assess and evaluate foster family candidates on the 12 Skills required by the NC State Department of DHHS's

comprehensive pre-service/mutual selection process as well as on home visits.

3. Continue to assess and evaluate foster families during monthly in-service trainings (support group) for competencies in multiple areas.
4. Conduct pre-service visits in the foster home as instructed by the State Licensing and Regulatory Standards
5. Responsible for ensuring the documentation of foster parent charts are following State Standards and Licensing Regulations.
6. Ensure licensing paperwork is submitted in a timely manner.
7. Ensure foster parents charts are up to date and accurate.
8. Track trainings and license sensitive requirements for each foster parent.
9. Ensure all required documentation is appropriately entered and updated in client's records on a regular basis, making certain the content is congruent with treatment needs of the client.
10. Ensure the collection and analysis of outcome data as expected by the agency.
11. Ensures the training and fidelity of Foster Care Therapeutic Model.
12. Train foster parents in creating and maintaining a safe as well as a high-quality therapeutic environment.

#### Recruitment

13. Conduct and monitor recruitment, support and termination of foster families in consultation with the permanency planning team.
14. Assist in matching of foster parents and client referrals.
15. Attend staffings for families and children to ensure foster families have appropriate resources to meet clients' needs.
16. Ensure monthly support group meetings and monthly supervisions for families occur and meet families' needs.
17. Participate in community-wide projects and program development which address the needs of children, youth, and families, including public relations engagements which interpret the program to the community.

#### Tracking/Quality Assurance

18. Participation in Crossnore School & Children's Home's Performance Quality Improvement (PQI) process but monitored and providing recruitment/retention of FH training/caseload data.
19. Participate in case record reviews of licensing files to ensure charts are up to date and accurate.

#### Other Duties

20. Demonstrate ability to take supervision direction as well as work independently using sound judgment.
21. Demonstrate the ability to work professionally with community partners.
22. Work closely and cooperatively with other agency staff, maintaining positive, problem-solving relationships.
23. Demonstrate ability to take supervision direction as well as work independently using sound judgment.
24. Demonstrate effective written and verbal communication skills.
25. Incorporates the Agency's commitment to the Sanctuary Model of Care, S.E.L.F. Model, Self-Care, Seven Commitments and their respective tools into daily practice to create a supportive, nurturing environment conducive to clients, spiritual, social, educational and emotional development. Also helps support and encourages foster families in their development of knowledge related to Sanctuary Model of Care. Assists in developing and maintaining a Sanctuary environment that promotes trauma healing for clients, families, self and other staff. Manage recruitment, training, and support of foster families, consulting with the Foster Care Program Team as needed.
26. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management
27. Be responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served
28. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities,

vehicles, equipment, supplies and funds

- 29. Assume responsibility for professional development through appropriate use of supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills
- 30. Present a positive and helpful professional image of The Crossnore School & Children's Home in personal appearance and attitude
- 31. Ensure compliance with all applicable standards of practice

**PHYSICAL DEMANDS Medium**

Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear. Able to climb stairs repeatedly. Job requires physical stamina; agility required to manage young, active clients.

**DAYS/HOURS OF POSITION:** Monday-Friday, 8:30 AM-5:00PM, plus evenings and weekends as dictated by the demands of the position.

\_\_\_\_\_ *I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.*

\_\_\_\_\_ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

\_\_\_\_\_ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

\_\_\_\_\_ *I certify that I am able to perform the essential functions of this position as outlined in this job description*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSCH Representative Signature

\_\_\_\_\_  
Date