



**JOB TITLE:** Foster Home Licensing Worker

**REPORTS TO:** Licensing and Training Supervisor

**SUMMARY :** Assists with the ongoing recruiting and retention of foster homes and foster care services at Crossnore by contributing to the recruitment of quality foster parents, completing foster parent licensing/training, and evaluation of foster parents.

**STATUS:** Full Time, Exempt

## **QUALIFICATIONS**

### ● **Education/Experience**

- 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.
- Minimum of two years' experience in working with children and families required.

### ● **Training**

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

### ● **Skills/Competencies**

- General knowledge of the state child welfare and mental health systems required.
- Considerable knowledge of family and group dynamics, a range of intervention techniques, resources in the community, and regulations and policies which impact youth.
- Good interpersonal, communication and organizational skills; including superior writing skills and attention to detail.
- Demonstrated passion for serving youth and families, and the youth-serving workforce.
- Ability to establish and maintain effective working relationships with members of caseload and their families, coworkers, and community collaborators.
- Demonstrated proficiency in the use of a variety of computer software programs (Microsoft and Google products required).
- Demonstrated ability to exercise discretion and independent judgment.
- Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
- Ability to work on diverse teams and must be flexible and willing to work with youth of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and

backgrounds.

- Ability to laugh, be creative and have willingness to make and learn from mistakes.
- Displays enthusiasm and confidence in taking on tasks and challenges.
- Valid Driver's License, and must be willing to travel to various job related locations.

## **SOCIAL RESPONSIBILITIES**

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

## **JOB 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. Ensues 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 Communities for 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.

#### **DAYS/HOURS OF POSITION and WORK CONDITIONS:**

Typical hours are 1st shift, Monday-Friday. Must be available to work some evenings and weekends as dictated by the demands of the position, including family appointments/visits and trainings. Work locations range from human services agencies, offices, and often involve visits to client's homes. May involve contact with clients and/or family members who may be hostile, resistant, and violent.

#### **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.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

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

\_\_\_\_\_ *I understand that this job description is a guide and not all-inclusive, 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 have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date