



## **LICENSING SPECIALIST STATE OFFICE, COLUMBIA, SC**

**Full time position available in the State Office; will report to the State Licensing Director.** SC Youth Advocate Program (SCYAP) is seeking a positive, dynamic, self-motivated, and detail-oriented individual to assist in providing support for personnel who recruit, license, and/or re-license foster families for special needs children in the state of South Carolina; working with diverse communities and prior foster care recruitment experience are a plus. The position will have a clear understanding of the program's recruitment and retention plan, and will work closely with staff who support families in maintaining training certification and licensure compliance requirements. This position will serve as a liaison between SCYAP and state and/or regulatory agencies regarding foster home licensure, recertification, and/or accreditation, and will collaborate with regional supervisors and licensing staff regarding foster home licensing and certification procedures. Review, update and maintain foster parent file documentation.

Minimum qualifications: BA/BS degree, at least 2 years experience in children's/human services, and eligibility to be a Certified Adoption Investigator in SC. Strong background in recruiting/licensing foster homes and understanding of DSS foster home licensure regulations and documentation preferred. Must be willing to travel and work after regular business hours and on weekends if needed. Salary/benefits; pay dependent on experience and education.

**For immediate consideration, please mail, fax or e-mail resume to:**

**South Carolina Youth Advocate Program  
140 Stoneridge Drive, Suite 350, Columbia, SC 29210  
Attn: Human Resources Department/ALR  
E-mail: [aroddy@scyap.com](mailto:aroddy@scyap.com)**

**Please indicate position in subject line. No phone calls please.**

**We are an Equal Opportunity Employer- M/F/D/V**