



LICENSING COORDINATOR GREENVILLE REGION

Full time position available for the Greenville Region (this position will be Columbia office-based); and will report to the New Home Licensing Director. The South Carolina Youth Advocate Program (SCYAP) is seeking a positive, dynamic, self-motivated, and detail-oriented individual, who will be responsible for the recruitment, training, and licensing of foster families for special needs children in the area covered by the SCYAP Greenville Regional Office (Greenville and surrounding Upstate counties); working with diverse communities and prior foster care recruitment experience are a plus. The Licensing Coordinator will develop and implement recruiting and retention tracking strategies and tools to attract new families and will work closely with them to meet and maintain training certification and licensure requirements. Position will facilitate networking and marketing events to recruit applicants; conduct orientation and pre-service training sessions; process home study evaluations and assist families in meeting licensing requirements; provide regular reports on statistics measuring the effectiveness of recruitment efforts and on pipeline activity. Position must be able to meet target-based goals on a strict timeline.

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 have valid license with acceptable driving record, valid car registration, auto insurance, and reliable vehicle; must be willing to travel and work after regular business hours and on weekends when needed. Salary/benefits; pay dependent on experience and education.

For immediate consideration, please 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**

Please indicate position in subject line. No phone calls please. Position will be posted until filled.

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