



Licensing Coordinator Job Description

Qualifications:

Minimum of Bachelor's Degree from an accredited school in the field of behavioral sciences/social services. At least two years' experience in the area of youth services with direct experience in the area of child welfare, foster care, and/or foster home licensing and re-licensing procedures preferred. Independent decision making, assessment skills, professional judgment, and knowledge of local resources is required. Must be able to effectively communicate with a variety of persons from various cultures, socioeconomic backgrounds, religions and a variety of mental capabilities. Must be skilled at establishing and nurturing trusting and supportive relationships. Must have the ability to effectively prioritize and shift gears when necessary to meet changing circumstances and schedules and possess excellent time management skills with the ability to manage multiple responsibilities. Must show strong attention to detail with regards to completing quality and timely documentation and strong writing, grammatical and punctuation skills. Position requires both in-office and in-the-field work, including home visits to foster parent applicants and licensed foster parents. Must be willing and able to do evening and weekend work, in and out of town travel, and overnight travel as needed and required.

Duties:

1. Report directly to the appropriate Director or his/her designee.
2. Completely understand and follow all South Carolina Youth Advocate Program (SCYAP) foster home licensing and relicensing policies and procedures.
3. Complete activities related to licensing and/or relicensing for a caseload of foster homes for an assigned SCYAP region or regions, ensuring that all requirements and timeframes for requirements are met.
4. Ensure that licensing files meet for all assigned foster homes meet licensure and compliance requirements for the South Carolina Department of Social Services (SCDSS) as well as the internal licensure and compliance requirements of SCYAP.
5. Complete comprehensive home assessments with foster parent applicants and licensed foster parents to determine and make recommendations with regards to eligibility to obtain and/or maintain a foster care license.
6. Provide foster home monitoring to ensure ongoing compliance with licensing standards and provide investigation and correction action monitoring as needed for licensing infractions, organizational policy/procedure non-compliance, OHAN investigations, etc.
7. Assist with the coordination, facilitation, documentation and tracking of individual and group training of foster parent applicants and licensed foster parents.

8. Maintain appropriate communication and contact with foster parent applicants and licensed foster parents throughout the licensure and relicensure process. Participate in phone calls, home visits, and/or any other appointment/meeting pertaining to foster parent applicants and licensed foster parents as needed and necessary.
9. Actively participate in recruitment activities for general and target recruitment of foster parents.
10. Actively participate in retainment activities for licensed foster parents, including but not limited to regional events and gatherings, social media activities, advertising events, etc.
11. Attend and actively participate in statewide, regional and individual meetings and staffings scheduled with supervisor and State Office personnel, and staff training and development events.
12. If qualifications allow, secure and maintain a Certified Adoption Investigator certification through the South Carolina Department of Social Services.
13. Participate in the quality assurance and improvement activities of the organization.
14. Perform other duties as needed and requested.

Signature: _____

Date: _____

Printed Name: _____

Company: SCYAP