



LICENSING COORDINATOR MIDLANDS REGION

Full time position available for the Midlands Region (this position will be Columbia office-based); and will report to the Midlands Regional Director in Columbia, SC. The South Carolina Youth Advocate Program (SCYAP) is seeking a positive, dynamic, self-motivated, and detail-oriented individual, who will be responsible for maintaining foster care licenses for families of special needs children in the area covered by the SCYAP Midlands Regional Office (Richland/Lexington and surrounding counties); working with diverse communities and prior experience in foster care licensing are a plus. The Licensing Coordinator will complete activities related to re-licensing families, and ensuring that all licensure and compliance requirements and timeframes for requirements are met, including but not limited to completing training sessions; participating in phone calls, home visits, and/or other appointments/meetings for licensed foster parents; processing home study evaluations and assisting families in meeting and maintaining licensing requirements; providing regular reports on ongoing compliance with licensing standards and providing investigation and corrective action monitoring as needed; and actively participating in retainment activities for licensed foster parents. Position must be able to help foster families meet compliance and licensing standards 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 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.