

**Date of Advertisement: March 6, 2019**

**Job Title: Full time, Licensing and Recruitment Specialist**

**Location: Tampa, FL**

**Position Description**

Responsibilities include completing initial and annual relicensing for therapeutic foster homes, conducting foster parent pre-service training and on-going training for current foster homes. Working to recruit new foster homes, informing the community about Camelot, and working closely with DCF and Camelot when issues arise in a foster home.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- 1) Recruits foster homes on an on-going basis according to programmatic and contractual requirements resulting in licensed homes to adequately meet the placement needs of the program.
- 2) Successfully retains licensed foster homes through providing on-going support to foster parents.
- 3) Conducts foster home visits as required by contract or as assigned by the program supervisor and evaluates the home and family for continued compliance with licensing standards as well as assessing whether appropriate care is being provided in the home.
- 4) Completes the home study and other assessment documents thoroughly to include an in-depth review of the potential family's appropriateness to be a foster parent.
- 5) Completes initial licensing packets according to contractual, programmatic and regulatory requirements.
- 6) Completes all re-licensing packets according to contractual, programmatic and regulatory requirements.
- 7) Responds to all foster parent inquiries on a timely basis.
- 8) Conducts or participates in regularly scheduled new foster parent orientation sessions.
- 9) Conducts or participates in all required pre-service and on-going training of foster parents according to contractual, programmatic and regulatory requirements.
- 10) Maintains accurate foster parent licensing files, monthly activities/status reports and records regarding licensing status of each foster home.
- 11) Attends all required meetings held by the program, funders and contractors.
- 12) Assists with the placement of foster children. Coordinates respite for foster/adoptive families and assists in identifying alternative placements for children that experience a planned or unplanned disruption.

**Educational and Experience Requirements**

Bachelor's degree in Human Services Field. Certification as a Professional Parenting Trainer and Certified Child Welfare Licensing Counselor is a plus, but not a requirement.

**Where to Send Resume's**

Carole Yount, Assistant Director

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Camelot Community Care is an equal opportunity employer and drug free workplace.