

March 6, 2018

Job Title: Foster Home Recruitment and Licensing Specialist Supervisor

Location: Tampa, Florida

Position Description

This position is responsible for the implementation and management of a foster home recruitment and licensing program that promotes and assures child safety through rigorous screening, training, selection, and licensing of foster homes.

- 1) Implements an on-going recruitment program resulting in the licensing of foster homes to adequately meet the placement needs of the program.
- 2) Through supervision with staff, monitors the delivery of on-going support to foster parents and assures foster parents needs are addressed. Through these efforts, the program maintains a high retention rate of foster parents.
- 3) Monitors and assures compliance with regulations regarding foster home visits and regularly reviews these visits to assure that staff are evaluating the homes for licensing compliance and quality of care being delivered by the foster parents. 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.
- 4) Implements and manages systems necessary to assure initial licensing packets are completed according to contractual, programmatic and regulatory requirements.
- 5) Implements and manages systems necessary to assure all re-licensing packets are completed according to contractual, programmatic and regulatory requirements.
- 6) Responds to all foster parent inquiries on a timely basis.
- 7) Conducts or participates in regularly scheduled new foster parent orientation sessions.
- 8) Conducts or participates in all required pre-service and on-going training of foster parents according to contractual, programmatic and regulatory requirements.
- 9) Implements a quality assurance system that monitors the completion and accurateness of foster parent licensing files, monthly activities/status reports and records regarding licensing status of each foster home.
- 10) Attends all required meetings held by the program, funders and contractors.
- 11) 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.
- 12) Maintains accurate records in all required databases and reporting systems required by Camelot Community Care or its funders.
- 13) Conducts regular supervision with program staff to evaluate progress on assigned tasks, professional growth and development, and training needs.
- 14) Monitors and assures compliance with all contract and program outcomes. Keeps supervisor informed of progress towards meeting contract and program outcomes.
- 15) Operates program within budget.
- 16) Develops and holds on-going foster parent support events throughout the year.

SUPERVISORY RESPONSIBILITIES

This position supervises a team of Foster Home Recruitment and Licensing Specialist as well as any assigned support staff.

Educational and Experience Requirements

Bachelor's Degree in a human service field with at least 5 years of relevant experience with the foster care system. In addition to foster care experience, 2 of years of supervisory experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS This position requires the following credentials.

- Possess a current Background Clearance Screening Letter.
- Possess a valid driver's license and be insurable by the agency's current insurance carrier if using a company automobile.
- If conducting initial foster parent training, MAPP or other state mandated certification is required.
- Child Welfare Certification

Where to Send Resume's

Please send resumes to Carole Yount, Assistant Director at cyount@camelotcommunitycare.org. Camelot Community Care is an equal opportunity employer and drug free workplace.