



## Job Posting

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| <b>Job Title: Licensing Counselor</b>   | <b>Department/Program: Licensing</b>   |
| <b>Posting Date: 11/21/2011</b>   | <b>FLSA Status: Non-Exempt</b>   |
| <b>Submit Cover Letter and Resume to <a href="mailto:Careers@fssnf.org">Careers@fssnf.org</a></b>   |  |
| <b>FSS Mission Statement</b>  |  |
| The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.   |  |
| <b>Organizational Expectations</b>  |  |
| <b>Commitment</b> – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees' commitment to the agency and the children and families we serve. This is demonstrated by being available at a moments notice to assist clients regardless of the time of day. This is also demonstrated by employees' commitment to maintain consistent attendance and punctuality. | <b>Career Development</b> – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals. |
| <b>Professionalism</b> – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.   | <b>Teamwork</b> – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.                      |
| <b>Responsible Citizenship</b> – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.  | <b>Customer Service</b> – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.   |
| <b>Job Summary:</b>   |  |
| The major function of this position includes the initial licensing, re-licensing and support of family foster homes. Responsible for assuring that the licensing of foster homes are in compliance with State standards. Serve as liaison to community Agencies involved in Foster Home Licensing.  |  |
| <b>Minimum Qualifications:</b>  |  |
| <b>Education</b>  | Bachelor's degree in Human Services or related field of study required.  |
| <b>Experience</b>   | One to two years experience with child welfare preferred.  |
| <b>Licensure, Certification, and/or Registration</b>  | Child Protection Certification or attendance at the Child Protection Certification Training (8 weeks). Valid Driver's License.   |



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| <b>Minimum Qualifications</b> | <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><i>Ability to:</i></p> <ul style="list-style-type: none"> <li>• Understand and commit to the FSS mission.</li> <li>• Determine work priorities, assign work, and ensure proper completion of work assignments.</li> <li>• Work effectively with the V.P. of Licensing and the Project Manager to execute programs and services</li> <li>• Communicate effectively verbally and in writing.</li> </ul> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> <li>• Crisis intervention and problem solving techniques.</li> <li>• Social, economic, health and/or rehabilitative services objectives.</li> <li>• Methods of compiling, organizing and analyzing data.</li> </ul> |
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**Job Duties**

| <b>Essential Duties</b>  | <b>% of Time</b> |
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| Responsible for timely submission of re-licensing packets to DCF. 100% of all completed re-licensing packets will meet FSS and DCF timeframe standards.  | 15%              |
| Responsible for completing and submitting a minimum of 6 comprehensive initial licensing packets within 30 days.   | 15%              |
| Responsible for providing completed packets to the Licensing Coordinator 40 days prior to license expiration for a comprehensive review prior to DCF submission.   | 15%              |
| Contact MAPP graduates within two weeks of graduation to begin initial licensing home study and packet.  | 5%               |
| Notification to placement of client placement activities (runaways, hospitalizations, moves) ASAP to ensure proper payment to foster parents.  | 15%              |
| Complete a minimum of two home visits to the foster home for information gathering and assessment of the home for licensing home study. Complete and submit initial licensing packet within one month of initial home visit. | 5%               |
| Complete follow-up on deficient packets as directed.   | 10%              |
| Responsible for in-home visit for re-licensing purposes.   | 5%               |
| Reassures that records are maintained on all licensed homes and that all licensing information is correct. Responsible for insuring that all foster homes are in compliance with State standards.                            | 5%               |
| Provide documentation for evaluation / recommendation of foster home changes or closures.  | 10%              |
| <b>Other Duties</b>  |                  |
| Attend Foster Home Association meetings on a scheduled rotation basis.   | As needed        |
| Attend foster home risk committee meetings.  | As needed        |
| To treat foster parents, the public and co-workers with courtesy, respect and dignity and present a positive public image.   | Always           |

**Supervisory/Decision Making Authority**

Does the position require customary supervision and management of at least 2 or more full-time employees?  Yes  No

| <b>Contribution and Impact</b>  |
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| This position is responsible for achieving the defined outcome measures in the licensing program and assuring all policies and procedures are followed. |
| <b>Strategic Value</b>  |
| This position ensures that all program activities operate consistently and ethically within the mission and values of the agency.                       |

| <b>PHYSICAL REQUIREMENTS: (R=Required P=Preferred)</b>   |
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| Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/> Lifting <input type="checkbox"/> (Specify) Carrying <input type="checkbox"/> Kneeling <input type="checkbox"/> Pushing/Pulling <input type="checkbox"/> Bending/Stooping <input type="checkbox"/> Climbing <input type="checkbox"/> Reaching <input type="checkbox"/> Crawling/Crouching <input type="checkbox"/> Grasping <input type="checkbox"/> Turning <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Color Recognition <input type="checkbox"/> Depth Perception <input type="checkbox"/> Reading <input type="checkbox"/> Hearing <input type="checkbox"/> Other (describe) <input type="checkbox"/>  |
| <b>HAZARDS: (X=Potential Exposure)</b>   |
| Proximity to moving mechanical parts <input type="checkbox"/> Electrical current <input type="checkbox"/><br>Toxic or caustic chemicals <input checked="" type="checkbox"/> Radiation <input type="checkbox"/> Biohazards (airborne or contact) <input checked="" type="checkbox"/><br>Housekeeping and/or cleaning agents <input checked="" type="checkbox"/> Flammable, explosive gases <input type="checkbox"/> Human-borne pathogens <input checked="" type="checkbox"/> Other: V  |
| <b>SKILL REQUIREMENTS: (R=Required P=Preferred)</b>  |
| Drive motor vehicle <input type="checkbox"/> Prepare food <input type="checkbox"/> Typing/Keyboard <input type="checkbox"/> Word processing software <input type="checkbox"/> Data base software <input type="checkbox"/> Spreadsheet software <input type="checkbox"/> Other software <input type="checkbox"/> Calculator <input type="checkbox"/> Operate office machines <input type="checkbox"/> (Fax, Copier) Verbal communication (including telephone) <input type="checkbox"/> Written communication (including composition) <input type="checkbox"/> Public speaking/group presentations <input type="checkbox"/> Team-oriented and collaborative interpersonal relationships <input type="checkbox"/> Respectful client relationships <input type="checkbox"/> Client assessment and evaluation <input type="checkbox"/> Retrieve and compile information <input type="checkbox"/> Verify data <input type="checkbox"/> Maintain records <input type="checkbox"/> Organize and prioritize information <input type="checkbox"/> Analyze and interpret information <input type="checkbox"/> Investigate, evaluate and recommend action <input type="checkbox"/> Basic mathematical concepts (add, subtract, multiply, divide) <input type="checkbox"/> Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) <input type="checkbox"/> Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) <input type="checkbox"/> Reasoning and logic <input type="checkbox"/> Sensitivity to service population's cultural and socioeconomic characteristics <input type="checkbox"/> |