



Job Posting

Job Title: Licensing Counselor		Department/Program: Licensing	
Posting Date: 04/03/2019	FLSA Status: Non-exempt	Pay Grade: 4	
Submit Cover Letter and Resume to Careers@fssnf.org			
FSS Mission Statement			
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.			
Organizational Expectations			
Commitment – 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 moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality. It is the expectation that the employee remain in their current position for a minimum of one year before posting for another internal position.		Career Development – 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.	
Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.		Teamwork – 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.	
Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.		Customer Service – 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.	
Job Summary:			
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 and that we maintain and retain our foster homes. Serve as liaison to community Agencies involved in Foster Home Licensing.			
Minimum Qualifications:			
Education	Bachelor’s degree from an accredited college or university.		
Experience	Successful completion of training provided by DCF for Licensing and Family Service Counselors. Prior experience with at risk children preferred.		
Licensure, Certification, and/or Registration	Valid driver’s license. Current certification in First Aid and CPR is recommended. Child Protection Certification preferred .		



<p>Minimum Qualifications</p>	<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"> • Understand and commit to the FSS mission. • Determine work priorities, assign work, and ensure proper completion of work assignments. • Work effectively with the V.P. of Licensing and the Project Manager to execute programs and services • Communicate effectively verbally and in writing. <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Crisis intervention and problem solving techniques. • Social, economic, health and/or rehabilitative services objectives. • Methods of compiling, organizing and analyzing data.
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Clear a Level II background screening. • Clear a reference check (professional and personal). • Clear a local background check from the County in which you reside. • Clear a substance abuse screen. • Provide a copy of all degrees prior to your first day of employment. • Clear a Motor Vehicles Records check. • Maintain and provide proof of auto insurance coverage of \$100,000/\$300,000. • Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).

Job Duties	
Essential Duties	% of Time
Responsible for timely submission of re-licensing packets to DCF. 100% of all completed re-licensing packets will meet FSS and DCF timeframe standards.	5%
Complete quarterly visits with foster parents.	10%
Contacting foster parents within a 48 hour time frame when new placements are made. Ensuring that any services they need are in place and then following up with Kids Central to let them know if anything is needed.	10%
Responsible for providing completed re-licensing packets to the Licensing Supervisor 50 days prior to license expiration for a comprehensive review prior to CPC/DCF submission.	15%
Contact PRIDE participants within one week of assignment to begin initial licensing home study and completion of packet.	5%
Notification to placement of client placement activities (runaways, hospitalizations, moves) ASAP to ensure proper payment to foster parents.	5%
Complete a minimum of two home visits to the foster home for information gathering and assessment of the home for initial licensing home study. Complete and submit initial licensing packet within 3 weeks of PRIDE graduation.	15%
Complete follow-up on deficient packets as directed, usually 24 hour to 5 day period.	10%
Responsible for in-home visit for re-licensing purposes.	10%



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.	5%
Attend Foster Home Association meetings on a scheduled rotation basis.	5%
Other Duties	
Attend quarterly trainings and recruitment events	As needed
Attend foster home risk committee meetings.	As needed
Be available for foster parents if they have questions or concerns or need support. Part of the retention plan.	Always
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	
This position does not require customary supervision and management of <u>at least 2 or more</u> full-time employees.	
Contribution and Impact	
This position is responsible for achieving the defined outcome measures in the licensing program and assuring all policies and procedures are followed.	
Strategic Value	
This position ensures that all program activities operate consistently and ethically within the mission and values of the agency.	

PHYSICAL REQUIREMENTS: (R=Required P=Preferred)
Sitting R__ Standing _P_ Walking P__ Lifting P_(Specify) Carrying P_ Kneeling __P Pushing/Pulling P_ Bending/Stooping _P_ Climbing __ Reaching P__ Crawling/Crouching P Grasping P__ Turning P_ Repetitive Motions _P_ Color Recognition _R_ Depth Perception R_ Reading R__ Hearing R__ Other (describe) __
HAZARDS: (X=Potential Exposure)
Proximity to moving mechanical parts _ Electrical current __ Toxic or caustic chemicals X__ Radiation __ Biohazards (airborne or contact) _X__ Housekeeping and/or cleaning agents _X__ Flammable, explosive gases __ Human-borne pathogens _X__ Other: V
SKILL REQUIREMENTS: (R=Required P=Preferred)
Drive motor vehicle _R_ Prepare food ____ Typing/Keyboard _R_ Word processing software R_ Data base software R__ Spreadsheet software R__ Other software _P_ Calculator _R_ Operate office machines R__ (Fax, Copier) Verbal communication (including telephone) _R_ Written communication (including composition) R__ Public speaking/group presentations R_ Team- oriented and collaborative interpersonal relationships _R_ Respectful client relationships R__ Client assessment and evaluation R__ Retrieve and compile information _R_ Verify data _R_ Maintain records _R_ Organize and prioritize information _R_ Analyze and interpret information R__ Investigate, evaluate and recommend action R__ Basic mathematical concepts (add, subtract, multiply, divide) R__ Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) _R_ Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) _P_ Reasoning and logic _R_ Sensitivity to service population's cultural and socioeconomic characteristics _R_
<i>FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and</i>



takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.