

Beech Acres Parenting Center

Job Description



Job title: [Licensing Specialist](#)

Work Location: Elsinore

Division/Department: Foster Care & Adoption

Reports to: Licensing Supervisor

Full-time

Part-time

Exempt

Non-exempt

Essential Duties and Responsibilities:

Responsible for assessing, training, and maintaining caregiver homes.

- Completes initial home studies, recertification assessments, transfer assessments, updates, amendments and other assessments as required.
- Provides excellent customer service.
- Completes work and documentation in accordance with all rules and policies.
- Provides pre-service and on-going training for families.
- Provides referral matching support, as needed.
- Ensures initial and ongoing compliance of homes.
- Manages crises as they arise within day to day work, and collaborates with leader and team as needed.
- Completes research and development of trainings for families based on trends and best practices, as needed.
- Promotes agency culture that embodies the values of *Integrity, Inclusion, Collaboration, Growth and Quality* and practice of Natural Strength Parenting/ISMP and Trauma Informed Care.

Education and/or Work Experience Requirements:

- Bachelor's degree in Social Work or related field required, Master's degree preferred.
- Active Assessor Certification required.
- Will consider applicant without assessor certification if eligible to attain and willing to do so immediately.
- A minimum of 1 year of experience working with families and children.
- Previous experience in foster care preferred.
- Valid driver's license required.
- Excellent communication skills; both verbally and in writing.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Warm, welcoming, and supportive demeanor with the ability to balance multiple priorities simultaneously, while maintaining outstanding customer service.
- Ability to work collaboratively and to engage and motivate families towards achievement of goals.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 30 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – over 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required to Transport Clients:

Yes

No

Print Employee Name:

Employee signature:

Date: