

Position Title: Foster Home Licensing Worker

U.P. KIDS

Qualifications: A Bachelor's degree in a human service field, good driving record, reliable vehicle and ability to travel in the Upper Peninsula required. One or more years' experience working with families and children in a supervisory position preferred.

General Description of Position:

The role of the Foster Home Licensing Worker is to identify, actively recruit, assess, train and license prospective foster parents, and to provide ongoing support, assessment, training and retention of licensed foster parents. Reports to the Foster Home Licensing Supervisor.

Duties include but are not limited to:

- Increase available foster home capacity through on going public awareness/recruitment activities.
- Participate in speaking engagements in the community.
- Assist in development of an annual recruitment plan in cooperation with U.P. KIDS licensing supervisor and program director.
- Conduct or coordinate pre-service training for prospective foster families.
- Complete licensing activities necessary to meet the requirement of the Division of Child Welfare Licensing for the issuance of a Foster Home License.
- Conduct renewals in accordance with licensing rules and regulations.
- Conduct and review special investigations as needed.
- Provide ongoing support and retention for licensed foster homes including but not limited to monthly phone calls to home, advocacy, training and special events honoring foster families.
- Ensure timeliness of relative licensing; work with supervisor to overcome barriers to licensing.
- Participate in supervision sessions.
- Maintain a Contact Log.
- Complete monthly recruitment and retention reports.
- Work within the community to advocate for children and families.
- Complete all required training.
- Perform other duties assigned.