

Foster Home Licensor

Salary- \$20 - \$23 hourly
Job Type- Full-time

Qualifications

- Bachelor's (Preferred)
- Child Welfare: 3 years (Preferred)
- Driver's License (Preferred)

Full Job Description

What is a home licensor? It's a vital part of the foster care process! The Foster Home Licensor works on securing, training, and licensing foster care individuals and homes for the placement of children.

What does it take? We are seeking a strong writer, who is both a team-player and able to work independently. Key attributes include being a people-person; demonstrating compassion and patience; and being deadline-driven.

*** Spring graduates of undergraduate and graduate programs in Humans Services are encouraged to apply! ***

MINIMUM SKILLS/EXPERTISE

1. Must be 21 years of age or older.
2. Preferred bachelor's degree in human services or related field, however, can be waived with 2-4 years of experience working with youth in a related field.
2. Valid Washington State driver's license.
3. Demonstrated ability to clearly communicate through the written and/or spoken word in order to carry out the responsibilities of this position through established channels in a timely and accurate manner.
4. Demonstrated ability to work with children/youth who may exhibit abusive, offensive, and/or aggressive behaviors.

Some of your job responsibilities include (but are not limited to):

1. Maintaining close collaborative working relationships with parents, placement individuals, and supervisors.
2. Being knowledgeable of the State of Washington licensing standards (WACs) for the placement of children needing therapeutic and traditional care while maintaining updated information that is pertinent to the training, placement, and care of out-of-home child placements.
3. Arranging regular training sessions, collecting completed forms and information required by the State of Washington, and being responsible for seeing that updated training materials/sessions and all necessary documents are received and submitted on time.

4. Being responsible for submitting licensing request to the State of Washington for consideration.
5. Providing supervision of the maintenance of the foster home files for presentation for State license review.
6. Reviewing foster homes on a regular basis for the purpose of maintaining a safe, hazard-free, secure, clean, pleasing environment for the children in care to provide a healthy atmosphere wherein treatment for severely emotionally disordered children can be offered.

Please submit your application with a little note about you and why you would be good at this job. Email to Kaelen.grimes@secretharbor.org

Thank you!

Job Type: Full-time

Pay: \$20.00 - \$23.00 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

COVID-19 considerations:
All staff wearing masks.

Education:

- Bachelor's (Preferred)

Experience:

- Child Welfare: 3 years (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location:

- Multiple locations

Typical start time:

- 8AM

Typical end time:

- 5PM

Company's website:

- secretharbor.org

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- Temporarily due to COVID-19

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place