

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

Foster Care Licensing Counselor (Temp. /Part-time)

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

This part-time, temporary position will be responsible for assisting the Licensing Counselors in their work of licensing foster parent applicants, relicensing current foster parents, and monitoring foster homes.

EDUCATION AND/OR EXPERIENCE

- Minimum of a Bachelor's degree in psychology, social work or related field.

QUALIFICATIONS

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.

- Experience in child welfare
- Must be proficient in Microsoft Office Suite, including Word, Excel, Access, PowerPoint and other Microsoft based software programs
- Must have interviewing and assessment skills in order to adequately assess the qualifications of potential foster parents
- Must possess organizational skills
- Must be able to communicate both verbally and in writing
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

CERTIFICATES, LICENSES, REGISTRATIONS

- Child Welfare and/or Foster Care Licensing Certification required
- M.A.P.P. Training certification is preferred
- Valid Florida Driver's License

PRIMARY DUTIES AND RESPONSIBILITIES

- Visits foster homes, assesses the safety of the children in care, and completes Child Status Reports
- Assist in the completion of quality foster home licensures and re-licensures, in accordance with state requirements and COA standards
- Complete timely, thorough and accurate documentation of work
- Complete licensing homes studies
- Provide training, education, and ongoing support to Foster Parents
- Conduct Foster Parent evaluations/re-licensures
- Assists in coordinating services/events for children & foster parents

SECONDARY DUTIES AND RESPONSIBILITIES

- Assures that Foster Parents are fully trained in the M.A.P.P. Program
- Assures that all Foster Homes met standardized safety & licensing requirements
- Assists in coordinating services to children & foster families
- Complete monthly reports on children in care
- Assist in placement decisions

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

To apply: e-mail resume to jobs@fumch.org, or Fax to (386) 668-3363, Attn: Human Resources.

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