

# JOB POSTING

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

## Licensing Counselor

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

The Licensing Counselor assigned to the Broward Regional Office and will be responsible for recruiting prospective foster parents, licensing foster parent applicants, relicensing current foster parents and monitoring foster homes for safety and compliance.

### EDUCATION AND/OR EXPERIENCE

- Minimum of a Bachelor's degree in psychology, social work or related field
- Master's Degree preferred
- Minimum of five years experience in social work

### 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 preferred
- 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

- State of Florida Child Welfare certification is required.
- Professional Parenting Training certification preferred.
- Valid Florida Driver's License with acceptable driving record.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Visits Foster Homes, assesses the safety of the children in care, and completes Child Status Home Visit Reports (Age 13 and older)
- Documents contacts with foster parents in FSFN
- Completes initial and re-licensing home studies
- Provides training to Foster Parents in home/office or at meetings
- Conducts Foster Parent evaluations/relicensures
- Assists in coordinating services/events for children & foster parents
- Provides supportive services to foster parents and children, as assigned

### OTHER RESPONSIBILITIES

- Assures that Foster Parents are fully trained in the Partnership in Parenting (PIP) Curriculum
- Assures that all Foster Homes meet standardized safety & licensing requirements
- Assists in coordinating services to children & foster families
- Completes monthly reports on children in care

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

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- Assists in placement decisions
- Assist placement On-call after hours on a rotating schedule
- Attends recruitment orientations and presentations
- Attends and co-facilitates Partnership in Parenting (PIP) classes as needed
- Facilitate recruitment presentations within faith based communities and churches

## **SECONDARY DUTIES AND RESPONSIBILITES**

- Assures that Foster Parents are fully trained in the Partnership in Parenting (PIP) Curriculum
- Assures that all Foster Homes are meet standardized safety & licensing requirements
- Assists in coordinating services to children & foster families
- Completes monthly reports on children in care
- Assists in placement decisions
- Assist placement On-call after hours on a rotating schedule
- Attends recruitment orientations and presentations
- Attends and co-facilitates Partnership in Parenting (PIP) classes as needed
- Facilitate recruitment presentations within faith based communities and churches

## **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](mailto:jobs@fumch.org), or Fax to (386) 668-3363, Attn: Human Resources.

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