

JOB POSTING

**The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position**

Foster Care Licensing Supervisor

**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 primary role of the Foster Care Licensing Supervisor at the Florida United Methodist Children's Home is to recruit and retain foster parents. This position will supervise Foster Care Licensing staff which includes the Licensing Counselors and Administrative Assistant, license and re-license foster parents and ensure the efficient functioning of the Foster Care Program.

EDUCATION AND/OR EXPERIENCE

- Masters Degree in Social Work; or a Bachelors Degree from an accredited college or university; or a related field with a minimum of two years Foster Care experience
- Extensive experience in training or supervising foster parents and staff preferred
- Child Protection Professional Certification required

QUALIFICATIONS

- Ability to train/teach adults
- Maintain flexible hours
- Specialized knowledge, skills and experience necessary to maintain high quality foster homes
- Excellent communication skills
- Excellent interviewing skills
- Ability to delegate
- Excellent organizational skills
- Sensitivity to the service population's cultural and socioeconomic characteristics.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver's License

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage the processes and paperwork associated with licensing, re-licensing and contract compliance
- Review and approve licensure and re-licensure packets
- Problem solve crisis situations with foster parents/foster children in an efficient and effective manner, on call 24/7
- Provide appropriate interventions and referrals to avoid placement disruptions and foster parent burn-out
- Recruit and retain foster parents and annually evaluate their suitability and the suitability of their home for foster care placement according to State of Florida, Council on Accreditation, EAGLE and Child Welfare League of America best practice standards
- Identify and respond to the training, education, and ongoing support needs of our foster parents
- License and re-license foster homes based on state requirements and COA standards
- Lead and prepare Pre-Service training for potential foster parents
- Assist in development of policies and procedures for the Foster Care Program

**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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SECONDARY DUTIES AND RESPONSIBILITIES

- Assist in coordinating services and events for foster parents and foster children.
- Provide on-going in-service training , to foster parents based on state requirements and COA standards
- Research and assist in grant writing process
- Prepare monthly reports for Community Partnership for Children.
- Review and approve child status reports
- Make presentations to church groups, community organizations and other potential funding sources
- Coordinate child placements to assure the most appropriate and successful matches

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities for the Licensing Counselors and the Administrative Assistant

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.

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