



Renewed Horizon Job Description

Name:

Title: Licensing Intake and Training Specialist (LITS)

Department: Foster Care

Supervisor: Director of Foster Care Services

Position Description

The Licensing Intake and Training Specialist is responsible for ensuring the proper completion and submission of foster home licensing needs as assigned. They are responsible for assuring foster families are receiving access in a timely manner to necessary training(s). The Licensing Intake and Training Specialist is responsible for ensuring that placement intakes and support plans are completed thoroughly and timely.

Role and Responsibilities

- Complete intakes, support plans, and training as assigned
- Track, complete and submit Foster Care Licensing needs
- Complete other duties as assigned.

Job Duties

1) Complete intakes, support plans, and training as assigned

- Will complete intakes for placements.
- Will complete support plans for placements.
- Will complete training needs.
- Will provide training to foster parents in identified areas.
- Will work closely with Director of Foster Care Services to meet set deadlines.

2) Track, complete and submit Foster Care Licensing needs

- Will assist in tracking all needed documents, appointments, and training for family and youth files.
- Will work closely with the Foster Care Services team to provide updates and obtain required file/licensing documents.
- Will guide foster families to obtain ongoing training requirements set by the Department of Health and Human Services.
- Will complete licensing needs for submission for foster families.

- Relative/Kinship packets
- Traditional Licensing packets
- Addendums
- Adoption packets
- Others as identified
- Will work closely with Director of Foster Care Services to meet set deadlines.
- Will familiarize themselves with DHHS Child Placing Agency regulations.
 - 391 NAC
 - Title 395
 - ASFC contract

4) Other duties as assigned

- Assist in developing trainings for foster families
- Obtain 20 hours of ongoing training per year

Educational Requirements, Qualifications, and Preferred Skills

The Licensing Intake and Training Specialist must have the following:

- Bachelor's degree in Human Services, Education, Business Administration, or a closely related field preferred; or
- High School Diploma and experience in a closely related field.
- Must pass a local and DMV background check.
- Must have a valid driver's license.
- Strong client service skills, computer skills and a strong work ethic
- Flexible work hours; being able to work mornings, evenings and weekends

The Licensing Intake and Training Specialist must have the following:

- Excellent organizational and planning skills
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to prioritize multiple projects and work under pressure
- Demonstrate problem-solving and communication skills
- Professional presentation, appearance and work ethic
- Proficient in Excel, Outlook and Word
- Ability to learn and navigate State portals
- Ability to work independently as well as with a team

Pay Agreement

I _____ have accepted the position of Licensing Intake and Training Specialist on _____ at the hourly rate of _____. This rate will be evaluated yearly as part of the employee review process.

Responsibility to Agency

The Licensing Intake and Training Specialist will maintain a high level of confidentiality both internal and external. Will show a high level of professionalism with external entities as well as internal staff. Will maintain clear separation between program regulations and contracts. It will be the responsibility of the Licensing Intake and Training Specialist to help maintain a positive direction for the agency and the supported programs in relation to current and new programs.

This contract will be reviewed and renewed on an annual basis after initiation: _____

Notice of Resignation: 15 day notice

Please review and returned signed within 15 business days

Employee: _____

Date: _____

Supervisor: _____

Date: _____