

**YOUTH DYNAMICS, INC.**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Licensing Coordinator	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Therapeutic Placement Program Supervisor		
<b>General Information:</b>			
The Licensing Coordinator is responsible for the recruitment, retention, assessment, screening, licensing and re-licensing of all Youth Dynamics, Inc. Therapeutic Foster Homes within the organization. In addition, the Licensing Coordinator will provide ongoing monitoring of all licensed foster homes to ensure their compliance with state licensing requirements and agency policy and procedures. The Licensing Coordinator is responsible to facilitate Treatment Parents training in their designated area.			
<b>Minimum Qualifications</b>	The Licensing Coordinator shall have, at a minimum, a bachelor's degree from an accredited college or university in human services, social work, psychology, counseling, or a related human services field and at least two (2) years of experience in the social services field, preferably with Therapeutic Foster Care; possess strong interpersonal relationship skills, writing and verbal communication skills; demonstrate excellent organizational skills; and demonstrate an ability to evaluate family characteristics and assess ability of family to provide care for emotionally disturbed children.		
<b>Required Knowledge, Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the organization, policies and procedures, structure and operations.</li> <li>• Ability to communicate well with others both orally and in writing, using both technical and non-technical language.</li> <li>• Ability to establish and maintain effective working relationships.</li> <li>• Ability to prepare accurate and reliable reports.</li> <li>• Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties.</li> <li>• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.</li> <li>• Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines.</li> <li>• Ability to be flexible and adapt to organizational changes and needs.</li> <li>• Ability to work independently.</li> <li>• Ability to collaborate and to work as part of a team.</li> <li>• Ability to lead group/team processes.</li> <li>• Ability to travel.</li> <li>• Possession of a valid drivers license and minimal insurance required by law.</li> <li>• MANDT training (provided by YDI).</li> </ul>		
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone.</li> <li>• Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form.</li> <li>• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files.</li> <li>• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.</li> </ul>		
<b>Principle Responsibilities</b>	<u>Recruiting, Licensing and Re-Licensing</u> <ul style="list-style-type: none"> <li>• Develop, maintain, and implement a recruitment and retention plan.</li> <li>• Maintain through recruitment and retention a designated number of parents in service area. (One benchmark is 2 homes for every youth)</li> <li>• Provide information to prospective Treatment Foster Parent(s) about Therapeutic Foster Care, the agency's policies and procedures, the agency's philosophy, and the licensing process.</li> <li>• Provide information to prospective Treatment Parents about DPHHS licensing requirements.</li> <li>• Provide interested applicant(s) with an application packet for their completion.</li> <li>• Conduct a Therapeutic Foster Home licensing study.</li> <li>• Following completion of the application packet and home study, the Licensing Coordinator must complete a written assessment of the applicant(s) and their family, including a recommendation regarding licensure and submit it to DPHHS.</li> <li>• Continued monitoring of each licensed Therapeutic Foster Home throughout their license period to assure their continued compliance with state and agency licensing requirements.</li> <li>• Conduct annual re-licensing studies of all licensed Therapeutic Foster Homes to determine such compliance and to make licensing renewal recommendations to the department. This will include at least one home visit by the agency.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Work with Human Resource Director and other staff to develop, maintain and implement Treatment Parent retention and acknowledgment plans.</li> <li>• Coordinate regular “Basic Training” for parents in the licensing process designated area. This also includes facilitating parts of the training.</li> </ul> <p><u>Additional Licensing Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Receipt of complaints regarding a licensed Therapeutic Foster Home which may indicate possible violations of the foster home rules and follow through with appropriate procedure.</li> <li>• Receipt of complaints regarding abuse or neglect of a child in care and follow through with appropriate procedure.</li> <li>• Oversee the maintenance of all Treatment Foster Parent Master Files.</li> <li>• Coordinate monthly parent training in designated area.</li> <li>• Attend monthly parent training.</li> </ul> <p><u>Communication and Teamwork</u></p> <ul style="list-style-type: none"> <li>• Responsible for keeping the Therapeutic Placement Program Supervisor current on all licensing activities.</li> <li>• Maintain ongoing communication with the Regional DPHHS licensing worker.</li> <li>• Present or participate in Treatment Foster Parent Basic and monthly training when requested by the Therapeutic Placement Supervisor.</li> <li>• Available to Treatment Foster Parents, on a scheduled rotating basis with other clinical staff, for emergency on-call coverage.</li> <li>• Other duties as assigned by Supervisor.</li> </ul> <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.</li> <li>• Maintain awareness of work environment and perform duties in a safe and responsible manner.</li> <li>• Maintain tact, diplomacy and professionalism at all times.</li> <li>• Complete required paperwork in an accurate and timely manner.</li> <li>• Participate as a positive member of the Youth Dynamics, Inc. organization.</li> <li>• Act as a positive representative of Youth Dynamics, Inc. to the public.</li> <li>• Participate in public relations and marketing efforts approximately 5% of your work time.</li> <li>• Participate in regular supervision with your Supervisor.</li> <li>• Participate in staffings and relevant in-service training as needed or required.</li> <li>• Attend all meetings as are necessary to fulfill job responsibilities.</li> <li>• Develop a plan for personal and professional growth, as needed.</li> <li>• Carry out other responsibilities assigned by your Supervisor to further the mission of Youth Dynamics, Inc.</li> </ul>
<p><b>Minimum Expectations</b></p>	<ul style="list-style-type: none"> <li>• 60-80 licensed Treatment Homes = 1 FTE. Adjustments to be made for growth / recruitment expectations, # respite only, etc. (Note: 40-60 = .75 FTE, 20-40 = .50 FTE, 10-20 = .25 FTE)</li> <li>• 2 Licensed/Approved, Treatment/Respite homes for each anticipated/projected placement.</li> <li>• Therapeutic Treatment Home Agreements to Therapeutic Placement Program Supervisor 10 working days before the current license expiration date.</li> <li>• One face-to-face contact per year with each treatment home.</li> <li>• Outreach according to assignment in SAD Plan. (.05 FTE)</li> <li>• Re-license packets completed and submitted to Child and Family Services 30 days before expiration date of current license.</li> <li>• Attendance at monthly Licensing Coordinator Conference Call meetings.</li> </ul>