

We are hiring for one full time Foster Parent Licensing/Records Specialist

Full Time / Great Benefits / Hybrid Position / Sign On Bonus

To apply, visit www.growinghomese.com/careers and select the location near you

The Foster Parent Licensing/Records Specialist is responsible for the coordination of all licensing activity in the organization. This position is responsible for ensuring all homes are licensed and re-licensed in compliance with all state agency regulations and any other laws. The Foster Parent Licensing/Records Specialist also has as its main function the day-to-day management of client and foster parent files in the Company's electronic databases and at its Corporate Office.

Position responsibilities include, but are not limited to, reviewing and submitting licensing packets, ensuring that background checks and requests for fire and health inspections are submitted in a timely manner, maintaining databases, and managing the licensing/re-licensing processes, client and foster parent files.

Principal Responsibilities:

Records Management

- Responsible for managing all aspects of the records management system and other records documentation to include entering data, ensuring all records are in order and consistent with standards and regulations, ensuring proper onsite and offsite storage, performing regular audits of records and files, and reporting audit findings to appropriate team members.
- Facilitate record audit/review process throughout the organization to ensure compliance with documentation requirements,
- Fulfill request for copies of client files or other documents by referring agencies, regional employees, or other authorized outside entities.
- Coordinate and/or facilitate trainings with staff regarding documentation, records procedures, and data base as necessary and appropriate.

Licensing and Re-Licensing

- Coordinate initial and re-licensing activity for foster homes and Community Training Homes (CTH), to include but not limited to:
- Conducting initial calls for all potential families (foster care and CTH)
- Initiating and maintaining the ongoing tracking for licensure/re-licensure documentation in the document management system to ensure all licensing activities are completed within the required timeframe.
- Follow-up as needed with potential foster parents and care givers regarding documentation submission to ensure timely licensure/re-licensure in compliance with required timeframes.
- Conducting initial and annual background checks
- Submitting fire inspection and DHEC requests at appropriate times
- Maintaining home Tracking Status in document management system
- Completing final review of home studies and licensure/re-licensure forms and submitting completed licensure and re-licensure packets to state licensing agency in a timely manner to ensure compliance with agency standards and timelines.
- Ensuring all re-licensure activities are conducted timely and in accordance with agency and regulatory guidelines.
- Submitting forms and information to the appropriate state agency for licensure.

- Responding to rejected licensing packets and communicating identified areas of need to ensure timely resubmission of information for licensure and or re-licensure.
- Processing/Overseeing applications for changes in license, including but not limited to emergency/urgent requests.
- Keep abreast of all regulatory changes related to licensing and ensure changes are communicated throughout the organization in a timely fashion.
- Serve as the primary liaison with state licensing offices and other relevant community agencies.
- Monitor licensing process to ensure it is operating efficiently and effectively, including setting goals, reviewing the process periodically, and making recommendations to management when necessary. Submit regular reports to leadership regarding licensure procedures, status of homes in process, and other relevant information to ensure highly effective and efficient licensing/re-licensing of homes.
- Maintain a reporting process with Area Directors, Area Licensing Specialists, and other staff to ensure licensing/re-licensing activity is communicated throughout the organization.
- Review electronic licensing files system for optimal usability and efficiency.
- Manage CTH annual home licensing reviews.
- Complete regular audit and review of licensure files and procedures to identify deficiencies improvement opportunities and determine appropriate actions necessary to address concerns including facilitating corrective action activities with leadership team members.
- All other duties as assigned.

This job description is not an all-inclusive list of duties but rather a reflection of typical work performed in that position.

Knowledge, Skill and Experience Required: Bachelor's degree in the human services field preferred. A minimum of two years of experience in medical records and/or foster home licensing is highly preferred. Experience with electronic document management systems is required, as is the ability to use and manipulate spreadsheets. The Foster Parent Licensing/Records Specialist must have excellent oral and written communication skills and should have the ability to analyze data and workflow processes. Must be able to work independently with minimal instruction and possess highly effective organizational and time management skills. The ideal Foster Parent Licensing/Records Specialist should be familiar with contract or regulatory environments and must be able to identify and help facilitate changes in standards as necessary.

Agency does require minimum auto insurance coverage of 50/100/50. Candidates must pass an extensive background check to include Criminal Background (National and State), Sex Offender (National and State), SCDMV 3 year driving record, Central Registry and others.

The Foster Parent Licensing/Records Specialist - must be committed to understanding and conducting their work consistent with Growing Home Southeast's mission, values and core principles and exhibit organizational citizenship. Must also have the ability to forge mutually respectful partnerships and the ability to work in partnership with other team members.

The Foster Parent Licensing/Records Specialist will follow a team concept and support agency goals, colleagues and placing agency liaisons. The Foster Parent Licensing Coordinator must be able to effectively work with and be respectful and sensitive to persons from various cultures, socioeconomic, ethnic, gender, gender identity, sexual identity, disability, religious, and racial backgrounds.

**This position is for the Corporate office located in Cayce, SC
Hybrid - in office and remote opportunities
Sign On Bonus Eligible**

We offer:

Eligible for a sign on bonus
Remote Work Opportunities
Flexible Schedules
Great TEAM Atmosphere
Supportive Management
Paid Time Off (22 days per year)
14 Paid Holidays
401k
401k Matching Program
Health Insurance
Vision Insurance
Dental Insurance
Life Insurance
Employee Assistance Program
Flexible Spending Account/Dependent Care
Short/Long Term Disability
Educational Assistance Program

OUR MISSION

Our mission is to enable at-risk children, youth, and families to realize their potential and contribute to their community.

We believe that when the your potential is realized, the sky is the limit to what you can do.

OUR VISION

We believe that everyone deserves a safe and loving home. We strive to make that a reality in everything we do. Our vision is for every child we serve to have a safe and permanent home.

COMMITMENT TO QUALITY CARE

We routinely track and measure outcomes to improve existing programs and meet newly identified needs in the communities that we serve. Our services are accredited by the Council on Accreditation (COA). We are a founding member of the Foster Family-based Treatment Association (FFTA), member of the Alliance for Children and Families, United Way of the Midlands, Midlands Area Consortium for the Homeless (MACH) and the Palmetto Association for Children and Families.

Equal Opportunity Employer