

**Lane Council of Governments
Job Classification**

Job Title:	Licensing & Monitoring Specialist	FLSA Status:	Exempt
Division:	Senior & Disabled Services	Range:	13
Reports To:	Program Supervisor	Last Revised:	August 2000

General Statement of Duties

Performs licensing and monitoring activities for adult foster homes. Coordinates licensing and monitoring process and ongoing training for foster homes.

Supervision Received

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for monetary or human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Distinguishing Features

Positions assigned to Licensing and Monitoring Specialist classification are distinguished from the Licensing and Monitoring Assistant by duties that involve more complex analysis and decision-making.

Essential Job Functions

Reviews foster home applications for completeness; assesses application information including references, criminal checks, physician form and verification of experience form; evaluates provider's ability to meet financial obligations; conducts and completes home surveys; determines if fire safety standards are met and assists provider in correcting deficiencies.

Re-licenses homes by conducting annual on site review by making unannounced visit to assess client care needs and documents findings. Investigates complaints and documents findings.

Makes alternative living arrangements for residents if emergency occurs in a foster home and no care givers are available.

Conducts abuse investigations; interviews provider, alleged victim and other residents or witnesses; reviews records and other documents; contacts doctors, family members and others to substantiate complaint; writes accurate, detailed report; testifies in legal proceedings as needed.

Maintains up-to-date knowledge of agency, state and federal rules, regulations, policies and procedures; reviews manual releases and/or memos for accurate processing; obtains clarifications as needed.

Maintains accurate records that provide for the proper evaluation and documentation of assigned services. Prepares required reports and correspondence.

Provides advocacy and direct support services including crisis intervention and short term counseling.

Remains current on other agencies, community resources, service organizations, and programs available in the area; makes appropriate referrals.

Resolves problems or emergencies affecting the availability or quality of services.

Provides information to seniors and people with disabilities by telephone, in the office, or during home visits regarding available community services and programs.

Prepares a variety of records and reports to meet program requirements.

Determines client need for protective services.

Promotes the program through the local media and service organizations.

Other Job Functions

Provides back-up support to other positions and the office in case of absence or work overload.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of office equipment. Work involves some travel to make home visits with potential exposure to animals, diseases, unsanitary conditions, and traffic hazards.

Knowledge, Skills, and Abilities

Considerable knowledge of client assessment techniques and service plan development.

Considerable knowledge of issues, problems, and concerns of senior citizens and people with disabilities.

Considerable knowledge of legal requirements, standards, regulations, policies and procedures related to foster home licensing.

Considerable knowledge of community resources and services for the elderly and disabled.

Ability to communicate effectively with other employees, clients, representatives of other agencies and the general public using tact, courtesy and good judgment.

Ability to maintain accurate, up-to-date records and to prepare reports.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to establish and maintain effective working relationships with employees, senior citizens, other agencies and the general public.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in social work and one year of progressively responsible experience working in human service programs, preferably with the elderly or disabled, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within Lane County.