



**New Foundations**  
Home for Children

## CAREER OPPORTUNITY

**Job Title:** Foster Care Licensing Specialist  
**Job Type:** Full Time  
**FLSA Status:** Exempt  
**Location:** Anderson, SC

## ABOUT NEW FOUNDATIONS HOME FOR CHILDREN

New Foundations Home for Children is a private, nonprofit treatment agency specializing in caring for emotionally troubled children, adolescents, and families. We are nationally accredited by the Council on Accreditation. New Foundations provides an array of programs to meet the increasing demands for quality children and family services.

### Our Vision

It is our sincere goal to secure the future for children and families by doing whatever it takes to serve at-risk children and families. With that goal in mind, New Foundations offers both intervention and prevention services. Services include several programs of residential care as well as programs designed to work with children and families on an outpatient basis or in their home environments.

### Competitive Benefits for Full Time Employees Include:

- Health, Dental, Vision, Life, Short Term, and Long Term insurance coverage
- Paid Time off accrued each month
- Overtime pay for specified holidays
- Retirement Plan with company match
- Credit Union membership
- Teladoc membership giving 24/7/365 access to a doctor for minor illnesses
- Variety of staff team building events
- Training and certification provided

## JOB DESCRIPTION

### Summary/Objective

Under limited supervision from the program director, coordinate the licensing and support duties associated with the foster care program.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

#### I. Licensing duties associated with the Child Placing Agency

- Complete licensing of new foster homes.
- Visit each foster home on caseload (quarterly or according to licensing regulations and family needs).
- Maintain foster caregiver paperwork and files.
- Maintain contact with natural parents/DSS worker, as needed, document visiting arrangements, home visits and services provided.
- Ensure each licensed home is regularly in compliance.
- Provide support for foster parents and be an advocate for children.
- Maintain active participation with the NFHFC Foster Care program team.

#### II. Provide support in outreach efforts to recruit and support foster families.

- Assist in coordination of outreach to area congregations.
- Provide program management for foster support systems.
- Serve as advisor to NFHFC staff in areas such as providing support and resources related to foster cases and family of origin counseling.

- d. Plan and implement recruiting events.
- e. Provide consultation to potential applicants for foster care.
- f. Provide consultation and support for resource development.

### III. Other Duties

- a. As necessary, represent NFHFC before governmental entities, contributors, and the general public through tours, speaking engagements, and public forums.
- b. Assist in Treatment Coordination if necessary, during transition.
- c. Other duties as may be assigned

### Position Type and Expected Hours of Work

Full-time position, and typical work hours will vary depending on outreach activities and availability of foster caregivers. Some flexibility in hours is allowed. Hours are flexible to meet client needs and to accommodate the program.

### Required Education and Experience

- Bachelor's degree in Social Work, Psychology, or Counseling-related field.
- Three years' experience working in social work or counseling related field.
- One year's experience with licensing/certifying foster or adoptive homes preferred.

### Additional Eligibility Qualifications

- Solid verbal and written communication skills; interpersonal and organizational skills; problem solving and decision-making skills; ability to work with limited supervision; public speaking; experience working as a member of a collaborative team.
- Knowledge of computers, specifically MS office
- Professional experience with the foster care system is preferred.
- License/Certification: South Carolina Certified Adoption Specialist required within 6 months.
- Satisfactory criminal history and background check determination. (Child Abuse and Neglect Central Registry check, Sex Offenders Registry check, Motor Vehicle Registration check and a satisfactory determination or preliminary records check application.)

### Training Requirements

- Will participate in the 14-hour training provided by the SC Heartfelt Gallery, either facilitated directly by the gallery or by a coworker who is a certified trainer.
- Will be trained in the Foster Care program curriculum.
- Some specialized training includes CPR, First Aid, and Therapeutic Crisis Intervention

### How to Apply

Please send resumes and cover letters to:

Lisa Norton, HR Manager [lnorton@newfoundationschildren.com](mailto:lnorton@newfoundationschildren.com)

Only qualified individuals will be contacted for an interview.