



WORKING TITLE: LICENSING SPECIALIST	CLASSIFICATION: HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICE	DIVISION: DEVELOPMENTAL DISABILITIES
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: MAY 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks consistent with the experience and abilities of the individual. May Counsel with clients individually, conjointly, or in groups. May provide case management services. May participate in research and program evaluation activities. Provides or participates in consultation, in-service training, and education programs. May perform protective service investigations. Assists in quality assurance activities. Participates in program planning and development. Maintains client records. Assists with orienting new staff. Performs other necessary administrative tasks and related work as required by the Program Supervisor or Manager.

SUPERVISION RECEIVED:

Works under the direct supervision of Program Supervisor or Program Manager.

SUPERVISION EXERCISED:

May provide some supervision and training of other staff and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Conducts initial and renewal inspections of adult and child foster homes upon provider application to provide those services, per OAR 411 standards. Conducts recruitment activities for new child or adult foster homes based on local capacity needs.
- Maintains inspection report records for all foster home providers and provider applicants as per Division requirements.
- Utilizes the ODDS Aspen Electronic record to maintains the provider record as per Division requirements.
- Provides required documentation to OLRO as to the status of foster providers' programs and level of compliance with the associated Administrative Rules.
- Submits inspection reports and notices of violation, or other documentation required by OLRO.
- Provides technical assistance and coordinates training as needed or available to the provider community to enhance their skill in service provision.
- Coordinates with Program Support Staff for availability of foster care testing processes

and provides links to Adult Foster Home Training website, Basic Training Course, self-study manual and associated information to providers/applicants upon request.

- Appears as a witness on behalf of the Department during an informal conference and hearing when required by the Department (DHS-ODDS).
- Provides technical assistance to Service Coordinators or other CDDP personnel in the area of Foster home provider licensing.
- Acts as a back-up or consultative resource to Service Coordinators, as necessary.
- Represents the County in community educational outreach activities, as directed.
- Promotes and assists in development of new programs and resources in the community.
- Participates in selected areas of program planning and development, including quality assurance initiatives.
- Ensures required documentation related to Licensor/Certifier duties is completed in a timely fashion and in accordance with established County policies.

JOB SPECIFICATION

KNOWLEDGE OF:

- The public service system for developmental disability services in Oregon.
- Other community agencies and resources.
- Investigative and fact-finding principles and practices.
- Inspection and measurement techniques.
- Enforcement principles and practices typical to complex regulatory organizations.
- Oregon Administrative Rules governing Adult and Child Foster Homes.
- Common business record keeping methods; electronic and paper.

SKILL IN:

- Working with people with intellectual or developmental disabilities.
- Effective communication; both orally and in writing.
- Explaining complex technical and regulatory information in an understandable language to people of diverse education, language and cultural backgrounds.
- Screening, assessing and reporting on applicant's home status (home studies). Able to write objective reports to reflect observations of the home study.
- Interpreting laws, rules and regulations and apply them to varying compliance situations.

ABILITY TO:

- Use interviewing skills building rapport with others in order to obtain information.
- Work harmoniously with peers and professionals in various disciplines.
- Interact effectively and professionally with difficult or angry individuals.
- Meet and work with other professional and nonprofessional people in the community.
- Profit from in-service training programs.
- Write concisely and perform administrative tasks.
- Maintain confidentiality.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree in a related field and at least 1 year of experience in a setting relevant to the duties and skills noted above. Appropriate combination of education and experience may be substituted for degree. Must meet the educational and experience requirements listed in OAR 411-320-0030(4)(C).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle to transport clients. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Must be at least 18 years of age.

Must participate in any state required training related to function of Licensing and Certification.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.