

**Lane Council of Governments
Benchmark Job Description**

Job Title:	Licensing & Monitoring Assistant	FLSA Status:	Non-Exempt
Division:	Senior & Disabled Services	Range:	10
Reports To:	Program Supervisor	Last Revised:	August 2000

General Statement of Duties

Assists in the licensing and monitoring process for adult foster homes. Assists and 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

Limited responsibility for monetary or human resources.

Distinguishing Features

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

Essential Job Functions

Licenses relative foster providers. Assists with non relative license renewal process; visits homes, reviews resident records; lists and monitors deficiencies; processes related licensing documents; maintains personal computer files for tracking purposes.

Conducts required semi-annual monitoring visits to adult foster homes; reviews medical records, personal records, medication charts; conducts home safety checks; talks with residents regarding any problems or concerns; assists in resolving problems; acts as resource for providers when necessary.

Processes relative adult foster home applications; checks for completeness, conducts criminal record checks, and obtains additional information as needed; enters information into computer and forwards to licenser; prepares license and contract to be given to provider; enrolls provider in the State payment system; coordinates assembling of provider application packets.

Conducts criminal history checks on potential foster providers, relief caregivers, applicants for in-home provider programs and other agencies as appropriate. Maintains confidential reports for same.

Consults and coordinates with appropriate staff, other agencies, medical and service providers, family members and other interested people as needed to assist with AFH placement process.

Assists with planning and presentation of orientations and training's for AFH applicants and providers.

Maintains up-to-date knowledge of agency, state and federal rules, regulations, policies and procedures; obtains clarifications as needed.

Updates non-relative vacancy list on weekly basis and distributes to appropriate staff.

Refers client to needed services; provides assistance as needed.

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

Other Job Functions

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 or facility visits with potential exposure to hostile people, animals, diseases, unsanitary conditions, and traffic hazards.

Knowledge, Skills, and Abilities

Knowledge of issues, problems, and concerns of senior citizens.

Knowledge of legal requirements, standards, regulations, policies and procedures related to programs for senior citizens.

Knowledge of community resources and services for the elderly.

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

Ability to interview variety of persons to obtain information on which to build data base.

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 photocopiers.

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

High school diploma or G.E.D., and four years experience working in human service programs, preferably with the elderly and 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 a variety of sites in Lane County; law enforcement date system certification.