



POSITION DESCRIPTION

Senior and Disability Services Licensing and Monitoring Assistant

Licensing and Monitoring Assistant
EMPLOYEE NAME: <hr/>
Position Title: Licensing and Monitoring Assistant
Classification/Salary Range: Licensing and Monitoring Assistant / SEIU Range 11.5
Division/Unit: Senior and Disability Services / Licensing, Payment, and Support
Supervisor: Unit Manager
FLSA Status: Non-Exempt, Overtime eligible
Representation: SEIU
Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed
Position Purpose
<p>This position assists in the licensing and monitoring process for adult foster homes. Assists and coordinates licensing and monitoring process and ongoing training for foster homes.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
<p>Processes the Commercial Provider applications; tracking supportive documentation.</p> <p>Mails out renewal packets 60 days in advance of the license expiration and tracks the paperwork as it returns.</p>

Provides information to the public regarding the foster home program.

Communicates with Salem and completes the data entry for provider payments.

Provides support to the commercial licenser as well as the licensor for non-commercial foster homes.

Oversees the volunteer's weekly duties.

Participates in the orientation and record keeping classes.

Maintains the sign-up lists and training calendars.

Completes monitoring visits.

Process criminal histories for the purposes of backup.

Maintains public and confidential files.

Maintains supplies, forms and training manuals.

Maintains the vacancy list for commercial homes.

Monitors corrections and violations for commercial homes.

Provides back up to the relative foster home licensor as needed

Conducts required 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 Commercial Adult foster home applications; checks for completeness, 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.

Serves as back-up to the Background Check Specialist, which may include: conducting criminal history checks on potential foster providers, relief caregivers, applicants for in-home provider programs, and other agencies, when 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 clients to needed services; provides assistance as needed.

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

Other Duties of Position

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

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

High school diploma (or G.E.D.) and three years general office experience; or any combination of education and experience that provides the occupant with the desired skills, knowledge, and ability required to perform the job.

Must be LEADS certified or willing to be LEADS certified.

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety of sites in Lane County.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and
date_____

Manager signature and
date_____

Human Resources signature and
date_____