



## POSITION DESCRIPTION

### Senior and Disability Services Licensing and Monitoring Specialist

Licensing and Monitoring Specialist
EMPLOYEE NAME: _____
Position Title: Licensing and Monitoring Specialist
Classification/Salary Range: Licensing and Monitoring Specialist / SEIU Range 15.86
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>The purpose of this position is to review foster home applications for completeness, assess application information, re-licenses homes, makes visits, maintains records, provides information, and performs other duties.</p> <p><b>Note:</b> 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>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. Includes violation write up on 517's.</p>

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. Refers allegations or abuse to APS.

Requests sanctions from Salem when necessary.

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

Conducts monitoring visits to ensure quality care in AFH's and compliance with OARs.

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.

Interacts and provides ongoing consultation to S&DS staff and community partners such as RN Practitioners, Mental Health and Development Disabilities.

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.

Facilitates monthly provider orientation and recordkeeping classes.

Facilitates provider training including partnership with Lane Community College.

Attend Enhanced Quality Care classes at LCC.

## **Other Duties of Position**

Participates with ECOS meeting.

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

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.

Creates classes in partnership with Lane Community College for foster home Licensees.

Makes decisions regarding the safety of any situation for self and others. Uses discretionary judgment to determine when law enforcement needs to be contacted, determines whether EMT or ambulance services are necessary.

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**

Bachelor's degree in social work or related field, and three years of progressively responsible experience working within Senior and Disabled Services or DHS working with seniors or people with disabilities; or any combination of education and experience that provides the occupant with the desired skills, knowledge, and ability required to perform the job.

Good Communication skills are essential.

Excellent writing skills are necessary for documenting and letter writing.

Must be articulate and able to speak clearly with a variety of audiences.

Must be able to do public speaking and training.

Valid Oregon State driver's license.

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 \_\_\_\_\_