

POSITION DESCRIPTION

POSITION:	LICENSING WORKER	LICENSED: No
DEPARTMENT:	Bay Mills Social Services Department	STATUS: Non-Exempt
REPORTS TO:	Social Services Director	GRADE: 10 (\$17.21-25.82)

POSITION SUMMARY:

The Bay Mills Indian Community Licensing Worker provides an important function in compliance with Bay Mills Foster Care Ordinance 4 and the Bay Mills Standards of Foster Care this worker is responsible for a full range of assignments, using the methods and techniques required to complete and maintain the processes of foster home licensure and daycare licensing.

ESSENTIAL FUNCTIONS:

1. Responsible for the recruitment of foster care families.
2. Develops short/long term recruitment goals by consulting and planning with internal/external referral sources.
3. Provides public education and promotions of all tribal licensing programs and/or presents information to media, clubs, churches and other organizations regarding program.
4. Provides initial intake and screening for prospective children and adult foster families and prospective tribal daycare businesses.
5. Conducts background investigations on licensing applicants including child protection records, sex offender searches and criminal record checks.
6. Assess the safety and conditions of the foster home to ensure compliance with Ordinance 4 and other Bay Mills Tribal codes, standards and customs.
7. Provides written foster care investigative reports and home studies to the Bay Mills Child Welfare Committee for licensing decisions pursuant to tribal law.
8. Completes Orientation with approved licensing applicants.
9. Assist with the establishment of funding sources for licensed tribal homes.
10. Participates in training and education related to enhancing job performance and as directed by supervisor.
11. Provides support information and referrals to clients and families.
12. Other duties may be assigned within the scope and complexity of the essential functions of the Bay Mills Social Services.
13. Must attend any and all mandatory trainings offered by the Social Services Director or the tribe.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally bend, squat, crawl, balance, push/pull, and reach above shoulder level with frequent crouching and kneeling. The employee must occasionally lift and/or move up to 50 pounds with frequent lifting and/or moving up to 10 pounds. The employee's job

requires driving automotive equipment with exposure to dust, fumes, gases, and marked changes in temperature and humidity.

POSITION REQUIREMENTS:

1. Must have at least 24 earned college credits, Associate's degree preferred in Social Work, Legal Studies, Criminal Justice, Human Services, or related field.
2. Must have 1 year of experience working in foster care, licensing or background investigation.
3. Knowledge of tribal policy, procedures and overall operations preferred.
4. Complete licensing investigations in accordance with tribal and federal regulations, as required.
5. Must meet all licensing and funding deadlines as established by tribal, state and federal laws.
6. Must ensure Bay Mills Social Services has up to date records and information pertaining to tribally licensed homes.
7. Must utilize agency form letters, documents, forms, informational materials, and other agency resources to facilitate organizational service.
8. Prepare and maintain clear and concise reports and documents according to tribal licensing policies and procedures including but not limited to: legal documents, assessments, background checks and other forms.
9. Complete comprehensive assessments with clients to present to the Bay Mills Child Welfare Committee for determination.
10. Maintain accurate and confidential case records and information.
11. Monitor licensed homes to ensure compliance with tribal codes, ordinances and policy.
12. Provide recruitment and retention to foster families as needed.
13. Participate in phone calls, home visits, and/or any other appointment/meeting pertaining to licensing clients as needed to ensure that services and training are being rendered appropriately.
14. Provide support, training and education with regards to foster care policy and procedure as required.
15. Work hand and hand with foster care worker and prevention worker in placement decisions.
16. Must report any suspected child abuse or neglect or neglect and abuse of vulnerable adults as required by tribal law. Must become knowledgeable about tribal law and policy and direct reports to appropriate protective services unit.
17. Must have valid driver's license with good driving record.
18. Must be able to travel when required.
19. High level of communication skills, decision making skills and problem-solving techniques.
20. Must have an excellent past work record.
21. Ability to work independently.
22. Must be free from any substantiated child abuse and neglect history.
23. Must be drug free and available for unannounced drug screens.
24. Be of good moral character and demonstrate emotional stability, and professionalism.
25. The incumbent must be free of any criminal record pertaining character offenses including but not limiting violence, drugs, theft, or dishonesty.

26. Knowledge of social work theory methods, principles, practices, techniques, and language for casework, group work, and community organization.
27. Perform all other tasks as needed and/or assigned.
28. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: November 3, 2021 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Licensing Worker

*Applications can be found at www.baymills.org under “employment opportunities”