Foster Care Services  
Licensing Specialist (Initial)

We are seeking a full-time, experienced human service professional to assume the responsibilities of the Foster Care Licensing Specialist. A Bachelor's degree in social work or related field and a current Social Work certification is required or candidate must complete certificate within eighteen (18) months of hire. Candidate must be certified in the use of SAFE Home Study Assessment Tool or have the ability to obtain certification within three (3) months of hire. Knowledge of child welfare and experience working with youth and families required, foster care licensing and/or adoption experience preferred. Ideal candidate will have experience working with families and diverse populations. Candidate must have excellent assessment, time management, organizational, communication, negotiation, problem solving and decision-making skills. Computer skills required; eWiSACWIS experience preferred.

Position responsibilities will include primarily initial assessments of potential foster care and adoptive families utilizing a home study tool and process; will be responsible for developing and implementing a training and support plan for foster parents. Candidate will work closely and collaboratively with team members during recruitment, licensing, placement matching, and foster parent training to ensure program expectations, agency requirements and regulatory compliance standards are met.

Candidate must be able to work a flexible, full time schedule that may include some evening and weekend hours. Must hold a valid Wisconsin driver's license with an acceptable driving record and meet agency auto insurance requirements. Bilingual (English/Spanish) and minority candidates are strongly encouraged to apply.

Candidates who meet the qualifications should submit a cover letter and resume online.
Visit our website: www.sainta.org
SaintA
8901 West Capitol Drive
Milwaukee, WI 53222

EOE: Minorities/Females/Veterans/Disabilities