

**Position Open: AIFACS Foster Care Licensing Worker**

**Job Location: 25 Empire Drive, St. Paul, MN 55103**

**Closing Date: April 9, 2018 at 4:30 pm**

**Description, Education and Experience**

- Non-profit social service agency is seeking a full time skilled Foster Care Licensing Worker
- Bachelor's degree in social work preferred or related human services field
- Experience working with Native American children and families and knowledge of Indian Child Welfare Act (ICWA)

**Requirements**

- Must be able to successfully complete a criminal background check and have legal verification of being able to work in the United States
- Have the ability to work a flexible schedule including some evenings and weekends
- Have access to a personal vehicle with valid auto insurance
- Maintain a personal cell phone for client contact (partially reimbursed through agency stipend)
- Be able to demonstrate the following: Ability to assess individual and family strengths, limitations and needs; Ability to have a non-judgmental, strength based, positive attitude towards families in crisis; Ability to gather information and write thorough reports; Ability to work independently and as an effective team member; Sensitivity to and awareness of cultural, ethnic and socioeconomic differences; Ability to effectively organize and prioritize work
- Ability to be away from home overnight when necessary for required trainings or job duties
- Must have computer skills and be proficient with programs such as Word, Excel, Power Point, Publisher and Adobe applications
- Ability to read, write and communicate effectively in English
- Ability to bend, stoop, sit, stand, reach, and lift items weighing 50 pounds or less
- Ability to maintain strict confidentiality of all client and agency information

**Essential Job Duties**

- Foster care licensing worker will carry a full caseload and provide support services and resources to foster families
- Complete evaluations of licensed foster homes and develop accurate recommendations
- Maintain communication with county workers, tribal workers, GAL and other professionals
- Monitor family foster homes by scheduling and attending monthly meetings when children are placed in an AIFACS foster home
- Schedule, prepare for, and provide pre-service training for prospective foster parents frequently and at times convenient for families, as well as consistent, ongoing training for licensed foster parents
- Provide information for prospective foster families, ensuring great customer service to facilitate the application process, scheduling times convenient for families
- Complete data entry into all data management systems as required, as well as keep paper files accurate, complete, and in compliance with policy, rules, and Minnesota state law as well issuing corrective and/or negative action plans as needed
- Assist with identifying and recruiting new foster homes as well as attend recruiting events statewide
- License and Re-license foster homes according to Minnesota Department of Human Services requirements
- Rotate weekly after-hours on call with other foster care licensing workers

**Other Duties**

- Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances
- Participate in all mandatory AIFACS staff meetings and required trainings by Executive Director

**Desired Qualifications:** Native American Preference

**Benefits:** Salary DOQ, full benefit package

**Send resume and letter of interest to:**

AIFACS, PO Box 40, McGregor, MN 55760 or fax 218-768-2894 or email [lfavorite@aifacs.org](mailto:lfavorite@aifacs.org)