

Position Open: AIFACS Foster Care Licensing Worker**Job Location: 25 Empire Drive, St. Paul, MN 55103****Reports to: Executive Director****Closing Date: August 24, 2022**

Mission: AIFACS is an organization that places American Indian foster children in culturally specific foster homes. Since 1985 we have recruited, licensed, trained, supervised, and supported American Indian foster homes within the whole state of Minnesota.

Position:

- Full-time with excellent benefits
- Schedule is M-F and occasional evenings and weekends related to agency events
- Salary depending on qualifications

Job Duties/ Requirements (including but not limited to):

- Comply with AIFACS mission, by-laws, employee handbook and company policies
- 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 Minnesota rules, policies and laws as well issuing licensing sanctions 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
- 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
- Travel required within state

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

Minimum Qualifications:

- Preferred degree in social work, human service or related field or a minimum of 2-years proven experience
- Must pass Department of Human Services criminal background check
- Knowledge of the Indian Child Welfare Act and foster care delivery system
- Strong computer skills, knowledge in Microsoft Office (Word, Excel, PowerPoint) and other office productivity tools (email, database management, digital media, etc.)
- Ability to maintain strict confidentiality of all client and agency information
- Treat all staff/clients and community members with professionalism, dignity, and respect
- Experience with various cultures and ethnic backgrounds

- Evidence of organizational and problem-solving skills with attention to detail
- Evidence of effective communication and interpersonal skills
- Willingly and cooperatively adapt to necessary changes and assists others in understanding and complying with changes and revisions
- Has temperament and concentration necessary to effectively perform work of a highly varied, detailed, and sensitive nature
- Ability to concentrate and respond to frequent interruptions throughout the workday
- Valid Minnesota's driver's license, reliable vehicle and full vehicle insurance coverage
- Native American preferred

Physical Demands:

- Physically capable of performing work which is of minimum physical demand, consisting mainly of sitting, using hands and arms, some bending, stooping, reaching, and lifting
- Requires operating a computer
- Able to reach, bend, stoop to retrieve forms, manuals, supplies, etc.
- Able to lift to twenty (20) pounds and carry a minimum of 20-30 feet

For more information regarding the position please call 651-223-8526 x2. Fax resume and cover letter to 218-768-2894, email to lfavorite@aifacs.org, or mail to AIFACS, PO Box 40, McGregor, MN 55760 by August 24, 2022