



LICENSING COORDINATOR MIDLANDS REGION

Full time, office-based position available in Columbia, SC for the Midlands areas of South Carolina, and will report to the New Home Licensing Director in Columbia, SC. South Carolina Youth Advocate Program is seeking a positive, dynamic, self-motivated, and detail-oriented individual, who will be responsible for recruiting homes and assisting in procuring foster care licenses for families of special needs children in the Richland/Lexington counties and surrounding areas of the state; working with diverse communities and prior experience in foster care licensing are a plus. The Licensing Coordinator will complete activities related to recruiting and licensing families, and ensuring that all licensure and compliance requirements and timeframes for requirements, are met, including but not limited to completing training sessions; participating in phone calls, home visits, and/or other appointments/meetings for potential and licensed foster parents; processing home study evaluations and assisting families in meeting and maintaining licensing requirements; providing regular reports on ongoing compliance with licensing standards and providing investigation and corrective action monitoring as needed; and actively participating in recruiting and retainment activities for potential licensed foster parents. Position must be able to help foster families meet compliance and licensing standards on a strict timeline.

Minimum qualifications: BA/BS degree, at least 2 years experience in children's/human services, and eligibility to be a Certified Adoption Investigator in SC. Strong background in recruiting/licensing foster homes and understanding of DSS foster home licensure regulations and documentation preferred. Must have valid license with acceptable driving record, valid car registration, auto insurance, and reliable vehicle; must be willing to travel and work after regular business hours and on weekends when needed. Salary/benefits; pay dependent on experience and education.

For consideration, please e-mail resume to:

**South Carolina Youth Advocate Program
140 Stoneridge Drive, Suite 350, Columbia, SC 29210
Attn: Human Resources Department/ALR
E-mail: angel.rodgy@scyap.com**

Please indicate position in subject line. No phone calls please. Position will be posted until filled.