

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**

**Announcement #** 2019-181      **Issue Date:** 08-28-19      **Closing Date:** 09-12-19



**Foster Home Licensor/Recruiter**  
**Nak Nu We Sha**  
**Department of Human Services**  
**Hourly Wage: \$19.51/Regular/Full-Time**

Responsible for providing highly skilled and intensive services to applicants applying for a Foster Home License through the Nak Nu WE Sha Program. Duties include Recruitment of Applicants and Outreach on Referrals of Applicants; Orientation, Certification and Retention of Foster Care Homes. Provide Orientation to applicants by description of types of foster care, varying types of reimbursement including, cultural competencies and the Washington State Computer Supplementary services system and foster parent responsibilities. Files must be maintained pursuant to Washington State Administrative Code described in Chapter 32, which require State Forms, Legal Documents, Home-Studies and training or treatment plans.

**Examples of Work Performed:**

- Must become knowledgeable of Nak Nu We Sha program mission statement and objective and dedicate to meeting these goals.
- Must work independently and have the ability to organize and prioritize own work to meet deadlines in a satisfactory and timely manner.
- Recruit foster homes for Licensing, explain discipline policy, orientation to prospective parents, assist with application process and assure necessary credentials to be on file, be able to present material effectively in oral and written form. Submit necessary documents for processing to State Licensor in a timely manner to meet deadline of application process.
- Provide training to parents i.e. assistance with scheduling First Aide/CPR, HIV/AIDS, Parenting and in-service Training Class hours and educate regarding needs of children who are in out of home placement and children with neglect and/or abuse issues; provides specialized training for high-risk children with severe medical needs and/or physically and medically fragile and disabled.
- Work cooperatively with individuals and groups, ensuring applicants that all proper steps have been taken in processing of completed documents.
- Must have ability to provide guidance to incoming social workers on forms to be completed and to share other agency business and know what is confidential for client's privacy.
- Ability to conduct all duties, provides in-depth assessment of applicants needs by meeting with applicants, extended family members and other agencies involved and evaluate all areas of functioning family: Social, Emotional, Physical, Intellectual, Economic, Self-Help, and Culturally related factors.
- Processes documents for licensing of applicants in a timely manner, makes regular scheduled home visits of licensed homes for health and safety checks and to assure that homes are in compliance of licensing requirements.
- Maintain updated/current foster home listing, when need arises for emergency placement of child or children.

**Knowledge, Skills and Abilities:**

- Must have working knowledge of the Indian Child Welfare Act of 1978, Adam Walsh Act and Privacy Act.
- Ability to establish and maintain effective working relationships with co-workers, the general public and other professionals.
- Ability to use professional skills effectively in an objective manner with insight.
- Ability to communicate effectively both in written and oral communication with applicants: Providing Orientation of Recruitment Packet, Timely Processing of Applicants documents – Background and Finger Prints and Home Studies, and Certified Training Hours
- Demonstrate the ability to perform the work as Licensor/Recruiter and adhere to Child Placing Agency renewal process with State Agency.

**General Recruiting:**

- Minimum of a Bachelor's Degree in Social Work with three (3) years experience in the Social Work Field.

**Necessary Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess or have the ability to obtain a current Washington State Driver License and Yakama Nation Driver's Permit; possess liability Insurance on Personal Vehicle.
- Maintain Current First Aid/CPR and HIV/Aids Certification.