



Position Title: Foster Care Licensure Specialist

Reports to: Family Services Director

Status: Full Time

Salary: \$55,000/annually, plus benefits

The Minnesota Indian Women's Resource Center (MIWRC) is a non-profit social and mental health services organization committed to traditional ways of being and support of American Indian women and their families.

Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

MIWRC is in the Phillips neighborhood of Minneapolis, which has the third largest urban American Indian population in the United States.

Programs are developed to reflect the needs of our families and are tailored to address issues that significantly affect their well-being, such as family services, affordable housing, chemical dependency, mental health care, cultural resilience and healing, and other family and community issues.

Position Summary:

The Foster Care Licensure Specialist is responsible for overseeing the licensure process for prospective and current foster care providers within our organization. They ensure that all licensing standards are met and maintained in accordance with state and federal regulations. This position involves detailed assessment of applications, home studies, training, and support to ensure that the foster care providers are well-equipped to meet the needs of children in foster care.

NOTE: In this position, you will be confronted with crisis situations affecting the Native American community. These may be people that are unhoused or live in extreme poverty, are dealing with sexual violence and/or domestic violence, may be sex trafficked, current sex workers, or in active addiction or receiving treatment. This may also include the staff you work with. MIWRC encourages anyone applying for this position to have a healthy self-care plan and a support system.

General Responsibilities:

- Review and process licensure applications for foster homes, ensuring all requirements are met as per state and federal laws and tribal regulations.
- Have an advanced understanding of the Indian Child Welfare Act (ICWA) and the Minnesota Family Preservation Act (MIFPA).
- Conduct thorough home study evaluations, which include home visits, interviews with prospective foster parents, and home safety inspections.
- Facilitate and conduct pre-service and ongoing training sessions for foster care providers.
- Provide technical assistance and support to applicants and licensed foster care providers.
- Maintain accurate and confidential records of all licensure activities, including assessments, home visits, correspondence, and training completed.
- Collaborate with child placement agencies and social services to address specific case needs and ensure the best match between foster children and licensed homes.



- Monitor and ensure foster care providers' compliance with continuing education and training requirements.
- Keep abreast of changes in laws, regulations, and policies pertaining to foster care licensure and inform relevant parties of any changes.
- Develop and implement policies and procedures that improve the licensure process.
- Serve as a liaison between the organization, community partners, and regulatory agencies.
- Participate in team meetings, providing updates on licensure activity and any issues that may impact the quality of care.
- Provide crisis intervention support as needed to foster care providers.
- Assist in recruitment efforts.

Requirements:

- Bachelor's degree in Social Work, Human Services, or related field required.
- Minimum of two years of experience in foster care licensing, child welfare, or a related field and working with American Indian/Alaskan Native communities.
- Knowledge of foster care systems and understanding of local, state, and federal regulations related to foster care and child welfare.
- Excellent organizational, analytical, and decision-making skills.
- Strong interpersonal and communication skills, both written and oral.
- Ability to manage sensitive information with professionalism and confidentiality.
- Proficiency in computer software, including database management and MS office Suite.
- Possess a valid driver's license with a clean driving record and reliable transportation for home visits.

Other Qualifications:

- **Must submit to DHS Criminal Background Study.**

Candidates from diverse backgrounds are encouraged to apply! To apply for this position, please email a resume and cover letter to hr@miwrc.org. In your email, please note where you saw this position. Position open until filled. No phone calls, please.

ONLY CANDIDATES WHO FOLLOW APPLICATION INSTRUCTIONS WILL BE CONSIDERED FOR THE ROLE.

An Equal Opportunity Employer:

MIWRC is committed to attracting and retaining employees with varying identities and backgrounds. The MIWRC provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability status, public assistance status, protected veteran status, sexual orientation, gender identity, gender expression or any other status protected by law.