



# Job Posting

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June 9, 2010

## Licensing & Recruitment Coordinator Foster Care

The Licensing and Recruitment Coordinator has primary responsibility for the recruitment, licensing, training, and monitoring of foster parents and foster homes. This position recruits prospective foster parents and guides them through the process of foster home licensure. After the licensing process is completed, the Licensing and Recruitment Coordinator monitors the license and ensures the foster home remains in compliance with licensing standards.

The Licensing and Recruitment Coordinator assists the Program Manager with intake needs. This position may also temporarily cover a small number of foster care cases.

### Qualifications:

- Bachelors degree in Human Services or related field with 3 years of proven experience in the field of child welfare required. Masters degree in Social Work from an accredited school and LSW credential preferred.
- Child Welfare License in the State of Illinois required.
- Experience with children and families required.
- Must have a valid Illinois driver's license and appropriate auto insurance.

**The above description is a summary. For a full description of essential duties and responsibilities, please contact Human Resources.**

Interested candidates should fax or e-mail a letter of interest and resume to:

Monica Lanum

[humanresources@childrens-place.org](mailto:humanresources@childrens-place.org)

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