

## SOCIAL SERVICE LICENSING OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the Territory's Child or Adult Care Facility Licensing Program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Directs an island-wide child or adult care facility licensing program; approves or rejects the granting of licenses.

Coordinates the planning, development, and implementation of new centers.

Develops a system of monitoring existing centers to ascertain compliance and assurance of the safety of all occupants; answers complaints and refers violators of the law to legal agencies.

Maintains a continuing training program for center and office staff to improve child or adult care services.

Negotiates with providers of services to assure the delivery of adequate services to welfare and non-welfare clients.

Studies and projects needs in child or adult care areas and prepares plans to pursue in meeting these needs.

Maintains continuing liaison with Public Safety, Nursing, Environmental Health, Building Inspectors, and others to coordinate their activities and assure the constant safety of all children or adults in these facilities.

Evaluates program effectiveness and directs modification and implementation as necessary.

Prepares reports and written communication.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of child or adult service programs.

Ability to apply child or adult care facility licensing requirements.

Ability to administer a licensing program in child or adult care facility, safety, and health services.

Ability to detect safety and health hazards in child or adult care facilities.

Ability to analyze technical information and reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience involving activities in child care program, nursery, and/or day care centers, family care programs, or other closely related work and graduation from a recognized college or university with a Bachelor's degree in the behavioral sciences; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid motor vehicle operator's license.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission