

HUMAN SERVICES LICENSOR

KIND OF WORK

Professional human services licensing work.

NATURE AND PURPOSE

Under general supervision, enforce federal and state statutes and rules governing regulation of treatment services and facilities for the mentally retarded, mentally ill, chemically dependent, and children and youth; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Collects information about treatment services and/or developmental services so that compliance with licensing regulations can be determined by conducting on-site visits; observing delivery of services; reviewing licensee policies, procedures and records; completing checklists and reports; and interviewing staff and program participants.

Determines compliance with applicable licensing regulations so that licenses can be issued, renewed, denied, or revoked by analyzing, evaluating, and comparing information gathered with appropriate regulations, rules, policies, and precedents.

Recommends corrective action for facilities and services found in non-compliance so that state and federal requirements are met by identifying areas of non-compliance; preparing reports, letters, findings of fact, justifications and other documentation; and consulting with supervisor and program staff to determine nature of corrective action and timetables for implementation.

Issues, monitors, and enforces corrective actions to ensure all provisions are met by reviewing material submitted by providers in response to correction orders; developing enforcement strategies, conducting announced and unannounced site visits, and documenting findings.

Participates in investigations of abuse, neglect, or other complaints to determine if alleged violations are substantiated by conducting interviews, reviewing records, and making on-site visits.

Responds to or redirects inquiries from licensees, applicants, other agencies and the public so that accurate information is provided regarding licensing procedures and policies; provisions of the rules, regulations, and laws; and division policies and interpretations.

Assists in the development of legislative initiatives so that proposals are feasible and effective by reviewing, analyzing, and evaluating legislative proposals and rule changes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal laws, regulations, and rules governing facilities and treatment services licensed by the department sufficient to assess compliance and enforce licensing regulations.

Program and organization structures used in providing services to the mentally retarded; mentally ill; chemically dependent; or children and youth.

Systems and methods of provision of services, including assessment, individualized programming, teaching/training/therapy and evaluation, sufficient to observe services, review records and determine compliance.

Investigation methodology and procedures sufficient to participate in investigations of abuse and neglect and gather and document information used in administrative or legal proceedings.

Ability to:

Analyze and interpret complex laws, rules, and regulations.

Apply general licensing and related laws and rules to individual and specific situations to determine compliance with regulations.

Write narratives of results of site visits.

Develop strategies for and enforce corrective action orders.

Present and negotiate the state position regarding licensing regulations.

Est.: 7/85T.C.:

Rev.:

Ckd.: 11/91

Former Title(s):