

## **Certification & Intake Manager**

### **Description**

Building Families for Children, Inc. (BFC) is a faith-based, family services nonprofit agency located in Columbia, Maryland. The mission of BFC is to share the love of Christ by helping Maryland's most vulnerable children thrive in families. BFC has a full-time opening for a Certification & Intake Manager in its treatment foster care program (CHOSEN).

### **Position**

The Certification & Intake Manager is responsible for the intake of children/youth into the CHOSEN Treatment Foster Care program as well as the certification of CHOSEN foster parents. As a part of the CHOSEN planning team, this position will also assist with the recruitment & training functions of the CHOSEN program.

### **Requirements**

Advanced degree from an accredited program of social work, at least four years of direct practice experience in child welfare. Maryland social work licensure required (minimum of LMSW). LCSW-C and Board Certification to Supervise preferred. Prior experience with foster care child placement and certification of foster homes with SAFE home study certification preferred.

Applicants must possess the ability to work a flexible schedule with some evening and weekend hours, have reliable transportation and be compatible with a faith-based approach and environment.

To be considered for the position, candidates must be self-motivated and well-organized. In addition, candidates must possess outstanding skills in these critical areas: (1) clinical judgment; (2) information and time management; (3) written and verbal communication; (4) critical thinking and problem solving; (5) ability to work independently as well as with a team; (6) ability to work comfortably in both secular and faith-based environments; and (7) interpersonal relationships.

If you meet the above qualifications and are interested in employment at Building Families for Children, Inc., please send a detailed resume and application to: CHOSEN Program Director, Building Families for Children, 7161 Columbia Gateway Drive, Suite A, Columbia, Maryland, 21046 or e-mail resume to [jobs@buildingfamiliesforchildren.org](mailto:jobs@buildingfamiliesforchildren.org). The BFC Job Application Form may be downloaded from the BFC website at <http://www.buildingfamiliesforchildren.org/employment>.

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