

***#19-68 Licensing Assistant
YES/SRF, Full Time, Oahu***

The Licensing Assistant is responsible for all administrative aspects of the licensing phase; Serves as an important member of Hawaii's System of Care; Actively participates and fosters collaborative relationships impacting the assessment, training, licensing, recruitment, ongoing support and retention phases of the process. The Licensing Assistant must demonstrate an active commitment to Catholic Charities' Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High school diploma and two (2) years experience in foster care/adoptions, Child Welfare system, or the provision of direct services to families and children in human services.

EMPLOYMENT CLEARANCE REQUIREMENTS: Applicable background checks: TB Clearance, CAN Clearance, FBI Clearance, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to an Insured Vehicle.

DEADLINE TO APPLY: Open Until Filled