

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Social Services Licensing

SERIES NUMBER

6948

MAJOR AGENCIES

Health only

EFFECTIVE

04/14/2019

SERIES PURPOSE

The purpose of the social service licensing occupation is to review and analyze licensure applications for nursing homes, residential care facilities, health care facilities and/or agricultural labor camps, maternity licensure, community alternative homes & hospices.

At the full performance level, incumbents review and analyze license applications for nursing homes, residential care facilities, health care facilities &/or hospices.

This series does not include representatives involved in inspection or investigative duties of health care facilities, residential care facilities or nursing home day care centers (see Health Care Facilities Surveyor).

JOB TITLE

Social Services Licensing Specialist

JOB CODE

69481

PAY GRADE

28

EFFECTIVE

04/15/2018

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of governmental laws & licensing standards of long-term care and non-long-term care facilities in order to review & analyze licensure applications for nursing homes, residential care facilities, health care facilities &/or hospices.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Social Services Licensing Specialist	69481	07	04/15/2018	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews, researches & analyzes facility licensure application documentation (e.g., physician statement, zoning statement; certificate of need; completeness of application; occupancy permit; floor plans including number of rooms & beds; correct fee according to number of beds; fire inspection; confirm facilities registration with secretary of state) of nursing homes, residential care facilities, health care facilities, agricultural labor camps, maternity licensure, community alternative homes, hospices, according to Chapter 3721 of Revised Code; requests any missing data, researches related correspondence, miscellaneous files & reports to ensure home has never been licensed before & to ensure no enforcement actions are pending, reviews license renewal documents to ensure completeness of form, correctness of fee & if change of operator has taken place, number of licensed beds has not been exceeded.

Reviews typed license applications for errors; logs in application documentation (e.g., reports, surveys); mails forms to facilities; writes licensing correspondence & summary reports; assists in semi-annual license renewal process for facilities; reviews, researches & analyzes license requests for change of operator, change of classification, new addition, capacity increases, capacity decreases, relocation of beds; compiles listing of closed homes for dissemination to ODJFS, SFM & DGA staff; tracks & communicates facility's nursing home beds; ensures licensure files are purged per approved retention policy & files are orderly & maintained.

Verifies fees; updates financial fields in database; reviews application for completeness & accuracy; reviews fire inspection reports; prints confirmation letters; uploads renewal applications to electronic files.

Coordinates & exchanges information & services with public & private social service agencies & fire & building departments; provides technical assistance, guidance & interpretation of licensing regulations to general public & facility operators.

MAJOR WORKER CHARACTERISTICS

Knowledge of governmental laws & licensing standards of long term care & non-long-term care facilities; public relations*; medical terminology*. Ability to review & interpret technical & medical documents & draw valid conclusions; write technical reports & correspondence; handle sensitive inquiries from & contacts with general public, facility operators, & fire & building inspectors.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

3 college level courses in business, social service, public health, or related field; 12 mos. trg. or 12 mos. exp. in governmental laws & licensing standards of long term care &/or non-long-term care facilities.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable

UNUSUAL WORKING CONDITIONS

Not applicable