

HEALTH LICENSING SPECIALIST

DESCRIPTION: Under general supervision, administers license, certification, and registration requests and establishes appropriate administrative procedures for the issuance, renewal, reinstatement, and revocation of professional and health related occupations for licenses, certification, and registration for individuals and services (such as veterinarians, optometrist, physicians, physician assistants, cosmetologist, occupational therapist, athletic trainers, health specialist, physical therapist, respiratory care specialist, nurses, nursing aides, massage therapist, etc.); performs other duties as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Processes applications for licenses, certification, and registration under the authority of the Department of Health. The license, certification, or registration authorizes individuals to practice health or health related professions in the State of Nebraska.

Evaluates information to determine if applicants for licensure, certification, and registration meet statutory and regulatory requirements.

Writes correspondence outlining requirements, deficiencies, and/or procedures for issuance, reinstatement, renewal, revocation, and reinstatement.

Explains licensing or registry requirements, agency policies and procedures to applicants for licensure, service providers, and other to inform individuals and organizations of what is required to obtain and retain state licensure, certification, or registration.

discusses problems or licensing deficiencies with facility or service operators and other concerned individuals and groups to provide information or explain requirements and regulations.

Records, files, and maintains records and documents pertaining to licensing, registry, operations, and licensure policies and procedures to have information to use to make and substantiate decisions regarding licensing, certification and registration rules, regulations, and procedures.

Serves as staff support for licensing board activities and meetings; including regulation preparation, meeting correspondence follow up, continuing education program review and approval, and information distribution.

Serves as staff support for examination related activities.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency policies, rules, and regulations, and procedures pertinent to licensure and registry; legislation and policies affecting the mission and programs of the agency licensure authority; develops forms, reports and documents related to licensure, certification, and registration issuance, reinstatement, revocation, and renewal; the board procedures and activities; computer operations.

HEALTH LICENSING SPECIALIST (continued)

Ability to: develop and implement procedures for processing licensing applications and for maintaining records for those activities; coordinate activities relating to boards and licensing activities, and prepare responses to inspection activities.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: computers and related applications; proper telephone usage and etiquette.

Ability to: communicate verbally and in writing; work effectively with public and co-workers; understand and apply Nebraska laws relative to licensing, certification, and registration; organize application materials; prepare and write correspondence; and formulate decisions.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any experience that could be expected to provide the knowledge's, skills, and abilities listed above.