DA 281-2
Rev. 1-86

State of Kansas - Department of Administration
OFFICE OF PERSONNEL SERVICES

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ **X** EXISTING POSITION

Agency Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name: **Department for Children and Families**	9. Position No. K0055117	10. Budget Program Number: **23242**	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position): **Social Work Specialist**	
3. Division: **West Region**		12. Proposed Class Title	
4. Section **Prevention and Protection Services**	For	13. Allocation	
5. Unit **Child Protective Services**	Use	14. Effective Date	Position Number
6. Location (address where employee works) City Salina County Saline	By	15. By	Approved
7. (circle appropriate time) **Full time** Perm. Inter. Part time Temp. %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: **8:00 AM** To: **5:00 PM**	Office	17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

The direct service social worker position will provide protective and preventive services. Prevention is defined as prevention from out of home placement of children. The social worker in this position will need to have knowledge of interviewing and investigative, safety planning, risk assessment, permanency planning, information and referral skills.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name **Harold Murphy** **Title** **Social Work Supervisor** **Position Number** **K0162658**

Who evaluates the work of an incumbent in this position?

Name **Harold Murphy** **Title** **Social Work Supervisor** **Position Number** **K0162658**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Requires independent judgment with some supervision.
Instruction, methods and guidelines are given to employee through the use of procedures and personnel manual and by ways of verbal and written agency policy.
Requires the ability to carry out program goals as set out in the PPS Policy and Procedure Manual in a timely manner.
Maintains professional social work standards.
Receives extensive training on child abuse and neglect throughout the year to maintain program goals.
When necessary, will be given additional assignments.

The Unit supervisor reviews and monitors all of the following tasks through weekly or bi-weekly conferences for completion of an investigation for compliance with agency regulations, content and accuracy.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

The Department for Children and Families is delegated by law the responsibility to investigate and determine the accuracy of reports of suspected child abuse and neglect. Intervention with these families is during times of crisis. Assessment of family functioning and sound judgment is necessary to determine the safety of the child(ren). The goal is protection of the children either in their own home or through out-of-home placement if necessary.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as the relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments: perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

This position will participate in working collaboratively with other professionals and agency programs to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

Number Each Task and Indicate Percent of Time	
40% Essential	Investigates reports of child abuse and neglect. Meets time lines for response, case finding, and assessments according to agency policies and procedures. Addresses allegations of the initial complaints and any other concerns regarding the safety and welfare of the child(ren) resulting from the investigation. Completes thorough assessment of the family dynamics and present evidence of maltreatment. Determines whether child(ren) need protection from further harm by considering factual information , professional judgment, and appropriate child protection practice principles. Discusses case decision with supervisor. Staffs all cases of alleged abuse/neglect in foster homes, residential facilities, and day care homes/facilities with appropriate staff prior to proposed finding. Documents all factual information using appropriate agency forms.
20% Essential	Prepares investigation material with complete information to present to the District Attorney if it is determined the child(ren) cannot return home or must be removed from the home. Discusses reasons for decisions to place child(ren) in DCF custody with both the family and the child(ren) being removed. Testifies in Court , and makes recommendations to ensure the protection of the children. Serves as a contact between court and contractors. Refers Substantiated abuse/neglect cases to the District Attorney and the Attorney General's Office with appropriate recommendations.
20% Essential	Completes referrals for Family Preservation, Foster Care, and Adoption in a timely manner according to agency policies and procedures. Provides all required information to contractors so appropriate services can

	be provided to children and families. Refers families to appropriate community resources when family's needs can be met and the children protected through community resources. Provides family services as appropriate. Communicate options for agency and community services to meet identified customer needs in a manner that the customer can understand.
15% Essential	Monitors services provided to families by contractors. Participates in case planning for children and families. Completes case plan checklists within required time frames. Notifies contractors of significant changes in family's situations.
5% Essential	Attends individual conferences with the supervisor, agency staffings, unit meetings, and other team meetings as required. Attends orientation sessions and training workshops as planned, recommended or approved by the supervisor for the purpose of learning or improving knowledge and skills.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title **Position Number**

23. Which statement best describes the results of error in action or decision of this employee?
( ) Minimal property damage, minor injury, minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
X Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.
Please give examples.

Failure to protect a child could result in emotional trauma, physical harm, injury or death.
Failure to protect a child could result in exposure to continue family dysfunction and exposure to continued child abuse and/or neglect from within or outside the family.
Failure to be accountable through the information systems can result in loss of work position to the agency.
Lawsuits.
Failure to provide timely services could result in separation of the family through foster care.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

During the course of the investigation, daily contacts are made with: parents, personnel from the emergency shelters; law enforcement, school personnel, District Attorney, community social service agencies, victims, Juvenile and Criminal Court, friends and neighbors and relatives of client, hospitals, contractors, other state and local social service agencies.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Threats to life from hostile clients and perpetrators.
Threats to health from exposure to the home that are entered(ie. lice, disease).
Discomfort from the pressure of communities expectations being different from agencies.
Threats of /or actual lawsuits.
Stress.
Verbal abuse.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Cell Phones
State/personal car-daily
Telephone-daily
Computer-daily
Camera's

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position. Education – General

A bachelor's degree from an accredited four-year college or university, with a major in social work.

Education or Training - Special or professional

Baccalaureate degree in social work from an accredited program.

License, certificates and registrations

At the time of appointment, must be licensed to practice social work in the State of Kansas, LBSW or higher
Valid Driver's License.

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

All employees are instructed to use standard safety devises available for machinery and equipment. All employees are instructed to follow industrial, safety, and health guidelines, e.g. using proper lifting techniques, using dollies and/or other devises to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts, for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

Signature of Employee Date	Signature of Personnel Official Date

Approved:

Signature of Supervisor Date	Signature of Agency Head or Appointing Authority Date