DA 281-2 (Special) State of Kansas--Department of Administration
Rev. 9/94 **PERSONNEL SERVICES**

POSITION DESCRIPTION EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to Office of Human Resources. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: |__| NEW POSITION |X| EXISTING POSITION

PART I-Position Information

1. Agency Name: Department for Children and Families
9. Position Number:
10. Budget Program Number: 24242
2. Employee Name (leave blank if position vacant):
11. Present Class Title (if existing position): Social Worker Specialist
3. Division: ISD/Children & Family Services
12. Proposed Class Title:
4. Section: Prevention & Protection Services
13. Allocation:
5. Unit: Prevention & Protection Services
14(a). Effective Date: 5/10/2010
14(b). FLSA Code:
6. Location (address where employee works): City: Wichita County: Sedgwick
15. By: Approved
16. Audit Date: By: Date: By:
7. (Circle appropriate time): Full time X Perm. X Inter. Part time Temp. %
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM
17. Position Reviews Date: Date: Date:

For Use By Personnel Office Date:

PART II-Organizational Information

18(a). Briefly describe why this position exists. What is the purpose, goal, or mission of the position.)
The Department of Social and Rehabilitation Services 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.

18(b). 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.

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

Name **Title** **Position Number**

Who evaluates the work of an incumbent in this position?

Name **Title** **Position Number**

20. 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.

d)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 health and welfare of others.
(x) Major program failure, major property loss, or serious injury of incapacitation.
( ) Loss of life, disruption of operations of a major agency.

-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 this 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 (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that en employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

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 on Integrated Service Teams (IST) which may include team meetings, working collaboratively 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.

No.	%	E or M	
1	40	E	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.
2	20	E	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 decision 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. Completes adjudication report and subsequent court reports as needed. Serves as a contact between court and contractors. Refers Substantiated abuse/neglect cases to the District Attorney with appropriate recommendations.
3	20	E	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 families= 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.
4	15	E	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 families= situations.
5	05	M	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.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

-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.

---

23. 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 class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position/KIPPS Number

---

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

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

A bachelor=s degree from an accredited four-year college or university, with a major in social work; or a bachelor=s degree from an accredited four-year college or university with a major in any field, and possession of a Kansas Social work license.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Baccalaureate degree in social work from an accredited program.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

-At the time of appointment, must be licensed to practice social work in the State of Kansas
-Valid Driver=s License.

C. List preferred education or experience that may be used to screen applicants.

Experience as a licensed DCF Social Worker.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

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.

PART IV-Signatures

Signature of Employee Date

Signature of Human Resource Officer Date

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date