

# 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 DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

**PART I - Position Description**

1. Agency Name Department for Children & Families		9. Position Number K0224083		10. Budget Program Number 23342	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Worker Specialist		
3. Division West Region			12. Proposed Class Title		
4. Section ISD			13. Allocation		
5. Unit Children and Family Services- Adult Protective Services			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Garden City County Finney			15. By _____ Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp X %			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM AM To: 5:00 AM/PM PM			17. Position Reviews Date: _____ By: _____		

**PART II - Organizational Information**

**Area for use by Personnel Office**

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

- This position is part of a service delivery team responsible to provide quality customer service while performing a variety of tasks to meet service needs of adult in families where abuse/neglect is suspected or are at risk for abuse or neglect. This position participates in investigating and gathering information, disseminating agency and program information, analyzing information to determine possible services, assessing for appropriate referrals within the agency and/or to community resources, and assisting customers to ensure adults are protected and individuals reach their goals for self-sufficiency.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality 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:** Cindy Bowen **Title:** Social Work Supervisor **Position Number:** K0073108

Who evaluates the work of an incumbent in this position.

**Name:** Cindy Bowen **Title:** Social Work Supervisor **Position Number:** K0073108

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

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( ) 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.

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 reviewed for?

Number Each Task and Indicate Percent of Time and Identity of 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 an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No. % E O R M

**PERFORMANCE EVALUATION FOR THIS POSITION IS COMPLETED BY THE SUPERVISOR WITH THE SITE MANAGER AS THE REVIEWER.**

In addition to the tasks listed below, the incumbent is expected to communicate the Mission Vision, and Guiding Principles of the agency to peers, customer and public, Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally, serve as a positive role model, and Work cooperatively with peers, staff, customers, community partners and the general public.

- The purpose of the tasks numbered below is to provide quality services that ensure the safety of adults, improve social and medical functioning, and to preserve and maximize their independence to the extent possible.
- Essential tasks numbered below will be accomplished through documentation of face to face contacts, telephone contacts, and the production of written records of activities, all within established agency time-frames. Contacts will be with adults, their families, agencies, and other individuals as appropriate. Contacts will occur primarily in the consumer's home, in the office, and other agencies. Completion of these tasks will sometimes demand the ability for the employee to have a flexible schedule.

1. 45% E

**SOCIAL WORK TASK**

- Conducts, produces a permanent record of and completes some or all of the following social work tasks on current agency forms within established timelines- consumer based assessments, consumer based care plans, abuse/ neglect/exploitation investigations and findings, adult case plans, and intake information gathering. Liaison and regulatory activities as assigned by the Supervisor. Provides Citrex with perpetrator information regarding case findings, prepares appeal summaries, testifies before appeals hearing officer in reference to agency decisions.

2. 35% E

**SERVICE COORDINATION**

- Coordinates with Home Health agencies, Area Agencies on Aging, nursing facilities, Independent Living centers, courts, multi-disciplinary teams, mental health/developmental disabilities, and other service providers, in order to assess the consumer, develop care/case plans, and to access services and resources for the consumer. When appropriate, make referrals to and works in conjunction with law enforcement, county attorney, and the court. In cases of guardian/conservator, will coordinate and work in conjunction with DCF Attorney, Kansas Guardianship Program, family, and other individuals.

3. 20% E

**TEAM PARTICIPATION/TRAINING**

- Actively participate in, contributes to, and supports the team effort in planning, delivering, and coordinating services. This is accomplished in part by attending unit/team meetings which will occur at least monthly.
- Utilizes formal and informal training opportunities to enhance knowledge of and build skills in the following areas: social work practice, agency policy, leadership and teamwork.
- Some training opportunities will be mandated trainings.

\* 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.

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

- Failure to prevent serious harm, permanent injury or death to an adult. Unnecessary removal of an adult from their home setting which could cause emotional trauma. Violation of state or federal laws and regulations which could cause loss of eligibility for program funding, or even lawsuit. Failure to follow agency policy could result in reprimand or termination of the employee in this position.

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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 in this position.

**Class Title**

**Position/KIPPS Number**

N/A

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

- Numerous contacts are required with customers, agency personnel, law enforcement, prosecutors and the courts to investigate and prosecute various cases.

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

- Discomforts and hazards exist due to weather conditions, lightning, and temperature extremes. Facing dangerous and hostile clientele. Threats to health and safety exist.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

- **Used daily:**
- Digital and 35 mm cameras
- Personal computer with state access for state data systems
- Internet and e-mail
- Fax machine
- Copier
- Calculator
- State cars
- Telephone

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**PART III - Education, Experience and Physical Requirements Information**

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

- License to practice social work in the State of Kansas at the time of hire.

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28. SPECIAL REQUIREMENTS

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

- Valid Kansas Driver's License

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.

- Knowledge of social work theory, principles, methods and cultural influences on families. Knowledge of crisis intervention techniques. Ability to function consistently under pressure. Ability to exercise sound judgment with close to moderate supervision.

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

- Knowledge of social work theory, principles, methods and cultural influences on families.
- Knowledge of crisis intervention techniques.
- Ability to function consistently under pressure.
- Ability to exercise sound judgment with close to moderate supervision.

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

- The work requires light physical exertion. The employee may be required to perform handling activities with lightweight or easily moved items (book, file folders, office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motion for brief periods. Minor to serious injuries are possible.

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

- A confidentiality policy is required to be followed. This position is responsible to understand agency and site procedures in emergency situations such as fires, tornadoes, floods, etc.

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date