

# 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 and Families		9. Position Number K00226620		10. Budget Program Number 23342	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Worker Supervisor		
3. Division West Region			12. Proposed Class Title		
4. Section PPS (Prevention and Assessment Services)			13. Allocation		
5. Unit Assessment and Prevention			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Hutchinson County: Reno			15. By _____ Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp %			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 is supervisory work in the administration and delivery of services for multiple state and federal fund programs which may include social work programs, child protective services, family services, family preservation, foster care, and adoption. Work involves planning, organizing and directing the work of staff as they answer customer questions, provide applications for programs, gather customer information, assess client's need for services, refer to internal and external resources, complete intakes for child abuse, and conduct child and abuse investigations while all the time assuring compliance with state and federal laws, rules, regulations, and establishment of procedures to achieve program and agency objectives.

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:** Cathy Hubbard **Title:** Public Service Executive I **Position Number:** K000000351794

Who evaluates the work of an incumbent in this position.

**Name:** Cathy Hubbard **Title:** Public Service Executive I **Position Number:** K000000351794

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

- Work is performed with considerable latitude. General guidance will be provided verbally, in memorandum form and e-mail through manuals, program clarifications, face to face and phone conferences. This employee will be provided policy interpretation by the Program Administrator and guidance on personnel issues by the Site Manager. Directions will be general in nature and incumbent will be expected to plan and carry out assignments with little supervision. The employee must determine priority of tasks and convey information to staff.

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	
1.	40% E	<b><u>1. SUPERVISION</u></b>	<ul style="list-style-type: none"> <li>• Provides administrative and program supervision to multiple staff while ensuring that agency programs are operational in accordance with federal and state laws, rules, regulations and procedures.</li> <li>• Plans, organizes, directs and evaluates operations and work load trends to ensure that work is completed, customers are served and deadlines are met.</li> <li>• Determines work assignments to achieve the most efficient use of available resources.</li> <li>• Establishes priorities for case work to be accomplished and provides guidance in developing individual case plans of activity.</li> <li>• Holds scheduled conferences with staff and provides constructive feedback on management of their caseload, work with customers and reaching decisions.</li> <li>• Provides support and training for staff to identify and use excellent communication techniques in all interactions with internal and external customers.</li> <li>• Provides support to Integrated Staffing Teams.</li> </ul>
2.	20% E	<b><u>2. HUMAN RESOURCE MANAGEMENT/TRAINING</u></b>	<ul style="list-style-type: none"> <li>• Responsible for recruiting, hiring and training of staff while using excellent supervisory concepts and skills.</li> <li>• Evaluates job performance, recommends personnel actions in accordance with SRS and Civil Service regulations to ensure services are being delivered accurately and policy is interpreted and implemented accurately.</li> <li>• Assesses and identifies needed training and coordinates with the Program Administrator and Training Coordinator to ensure training is provided in a timely and effective manner.</li> </ul>
3.	20% E	<b><u>3. CONTINUOUS QUALITY IMPROVEMENT</u></b>	<ul style="list-style-type: none"> <li>• Continually reviews agency goals and values and works as a team with the Program Administrator, and the Division of Continuous Quality Improvement to ensure that progress toward program and agency goals is monitored, evaluated effectively and adjustments made to meet changing needs.</li> <li>• Makes recommendations for changes to Regional procedures and program policies and develops appropriate corrective action strategies and implements changes needed.</li> <li>• Coordinates case reviews with specialized staff in the Continuous Quality Improvement Section as part of the ongoing process of continuous quality improvement. From the reviews provides continuous feedback to employees on their ongoing performance.</li> <li>• Monitors case outcomes to ensure that children are not removed from the home unnecessarily and customers are moving toward a goal of self-sufficiency.</li> </ul>
4.	10% E	<b><u>4. INFORMATION MANAGEMENT</u></b>	<ul style="list-style-type: none"> <li>• Consults with Program Administrator to interpret policy and then ensures policy is distributed to staff and implemented correctly on specific customer cases.</li> <li>• Provides support and guidance for staff to ensure the accurate, thorough, and timely input of information into all the information systems needed to administer agency programs.</li> <li>• Receives new policy information from Program Administrator, policy development website, through e-mail etc., and distributors to staff.</li> </ul>
5.	10% E	<b><u>5. AREA MANAGEMENT</u></b>	<ul style="list-style-type: none"> <li>• Serves as an effective member of the Regional Management Team by sharing information and making recommendations to Program Administrator regarding changes needed to ensure staff are completing intake, assessment and delivery of services accurately and timely according to each program's requirements.</li> <li>• Participates in community activities, confers with citizen organizations, and serves as liaison with other agencies.</li> <li>• Other Duties as assigned.</li> </ul>

\* 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.

- Consequences of actions or decision at this level are significant and misinterpretation of policy could result in customers being inadequately informed leading to loss or denial of services. Failure to observe procedures could result in violation of state and federal laws and regulations, and the agency would suffer from poor community relations all resulting in loss of program funding or lawsuits. Failure to follow job requirements could result in loss of employment for the employee.

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.

- ( X ) 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.

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

- Employee will have daily contact with unit staff, staff from other departments, and agency personnel; and frequent contacts with the general public, community organizations, courts, law enforcement agencies, members of multi disciplinary teams, community service providers and others to justify, defend, negotiate or persuade to settle matters, maintain good will, assess concerns related to direct delivery of agency services. Extensive use of communication techniques and well developed communication skills become important requirements for this position.

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

- The pressure and stress of a high level of responsibility and accountability exists with this position and the risk of legal liability exists. The work environment involves moderate hazards, risks or discomforts typical of offices, meeting, and training rooms . The normal risk of traveling on Kansas highways would occur on occasions where travel is required

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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:**
- Personal computer with state access
- Fax machine
- Copier
- 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 and one year of experience as a social worker.
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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).

- Kansas Social Work License issued by Behavioral Sciences Regulatory Board

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.

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

- Broad knowledge of intake and assessment requirements for children and adults as well as effective services and resources to help families and individuals become self sufficient and/or reintegrate their children back into their home.

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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).

- This is a demanding position requiring extensive knowledge of supervising staff.
- Due to the level of responsibility the employee will need to be able to handle stress while maintaining a high level of program outcomes.

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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