

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?

Number Each Task and Indicate Percent of Time and Identity 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 of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1. 45%	E	<p><u>Adoption Subsidy / Medical Maintenance</u></p> <p>This position requires access to KAECSES, MMIS, EATS, KEES, Smart, Vendor Payment, Adoption Documentum and the adoption database.</p> <p>This position will:</p> <ul style="list-style-type: none"> Open and maintain an adoption caseload in KAECSES & KEES for medical and issue adoption subsidy payments once the APA and ASA are signed. Enters adoption assistance information into KAECSES for timely and accurate initiation of adoption subsidy program. Processes reimbursement claims timely and accurately following appropriate payment procedures. Conducts and documents timely reviews for all adoption support cases regarding client status and eligibility, makes appropriate referrals to social service staff as needed and updates KAECSES accordingly. Sends/receives and processes ICAMA referrals for adoption cases when an adoptive family moves in or out of the state for timely receipt of Medicaid benefits in the State in which they reside. Monitors cases of children 18-21 years of age requiring additional documentation of a qualifying disability and/or high school IEP documentation in order to continue to receive subsidy. If documentation is not provided after second request a closure notice is sent to parent and case is set to close 30 days after notice is sent. If child is 18 and still in high school the next review date may be set for less than a year if child is scheduled to graduate from high school and does not have documented disability. Completes monthly reports to keep central office accurately and timely informed of refunds/collections and funding changes. Ensures proper Notice of Action is prepared to give timely notice of case closures to adoptive parents. Maintain Adoption/Independent Living and Aged Out medical files according to the PPM manual. Participates in training and accesses reference manuals and all resource materials needed to support the work of this position. Responds to contacts from adoptive parents in a timely and professional manner and documents contacts, activities and all case specific information in a clear and factual manner on required forms and in electronic system.

		This person will send closure notices or notices of change, key new vendor information from W-9's into SMART for new adoptive parents, submit DA-130 forms to DCFVendor@dcf.ks.gov for vendor direct deposit info to be entered in SMART, enter effective date and payment info on LOTC screen in KAECSES for any child on a waiver or who enters a PRTF facility and enters dismissal date on the LOTC when child is discharged, maintain Access database for adoption subsidy cases, enter name changes in KAECSES/KEES once the adoption is finalized, maintain files according to the manual, resolve any medical issues by looking at MMIS for coverage information, re-authorize ASPD screen. Will track all children on a waiver or in PRTF facility for social security and amount of adoption subsidy to enter and maintain protected income on the LOTC.
2. 15%	E	<p><u>Independent Living</u></p> <p>Open KAECSES/KEES and process monthly subsidy payments for independent living youth through the Chafee Independent Living program, payment processing requires monthly action.</p>
3. 15%	E	<p><u>Administrative Support</u></p> <p>Provides administrative and clerical support to the PPS Support Services unit in order to relieve supervisor and professional staff of administrative details</p>
4. 25%	E	<p><u>Family Service Payments</u></p> <p>Open, maintain and close a financial case for each family service case, if required. Prepare payment paperwork for family service cases. These payments include but not limited to, therapy, emergency shelter, ICPC, drug and alcohol screenings. This requires entry into the Sharp system and KAECSES/KEES system.</p>

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.

Name	Title	Position Number
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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.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

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

The position requires daily contact by telephone, email and in-person with consumers, agency employees including field staff, supervisors, regional administrative staff and providers to obtain and provide information to solve issues.

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

The work environment involves normal every day hazards or discomforts typical of other offices. Comfortable levels of temperature, ventilation, lighting and sound inherent in the work environment. Employee is exposed to hostile customers and indirectly to clients with health problems and diseases.

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

Personal computer, telephone, 10-key calculator, copier, fax machine and printer daily. State Vehicle for business travel occasionally.

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

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

Education – General

One year of experience in general office, clerical and administrative support work.

Education or Training - special or professional

Education may be substituted for experience as determined relevant by the agency.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Ability to contribute to a positive work environment through, helpful and courteous toward staff, customers and general public.

Experience - length in years and kind

One year of experience in general office, clerical and administrative support work

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.

Must gain and maintain security clearance throughout employment

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date