

# 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 Office of Personnel Services.

CHECK ONE:  NEW POSITION  EXISTING POSITION  UNCLASSIFIED

Agency  
Number

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

1. Agency Name Department for Children and Families		9. Position No. K0232783	10. Budget Program Number 29505	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Child Protection Specialist	
3. Division Family Services			12. Proposed Class Title	
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation		
5. Unit Assessment and Prevention		14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:		

Position  
Number

**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:

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

**Name Title Position Number**

**Child Protection Supervisor**

Who evaluates the work of an incumbent in this position?

**Name Title Position Number**

**Child Protection Supervisor**

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.

The purpose of this position is to assess reports of suspected abuse and/or neglect, to protect children and strengthen family systems. Short term interventions are provided as needed. If children are placed out of home, professional services are provided to the child and family through coordination with contractors to reach permanency. These positions will monitor services provided by the contractor per DCF regulations and directives. This position may perform job duties in additional regional offices as needed by the agency.

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.

<p>No. Each Task and Indicate Percent of Time</p>	<p>E or M</p>	<p>The person in 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 person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the 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. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
<p>45%</p>	<p>E</p>	<p><b><u>ASSESSMENT</u></b></p> <p>Receives assigned reports of families where children are suspected of being in need of care, abused or neglected as defined in K.S.A. 38-2202, and establishes contact with one or more family members to assess child abuse and neglect allegations within the assigned time frame. Makes timely collaborative contact with schools, courts, multi-disciplinary teams, mental health, law enforcement, and other service providers to assess child safety per DCF regulation/policy.</p> <p>Conducts assessments of alleged abuse and neglect, completes and prepares a written assessment within the established time lines. Makes referral to law enforcement, court attorneys and the court as appropriate. Provides short term, intensive and preventative intervention. Assist the family in formulating a child safety plan and jointly develops a family case plan with family if services are needed. Maintains clear records of services provided and documents progress in meeting goals, including writing the basis for finding decisions.</p>
<p>30%</p>	<p>E</p>	<p><b><u>CASE MANAGEMENT/PRIVATE AGENCIES</u></b></p> <p>Prepares timely opening packet on children brought into custody by completing placement referrals, placement agreements, medical consents, with updates FACTS, and obtain current or emergency medical card.</p> <p>Actively participates in supervisor conferences and case consultation informing supervisor of significant case development and problems. Attends and participates in regularly scheduled unit meetings as well as group supervision within the unit meetings.</p> <p>Utilizes agency forms to provide complete and accurate referrals to the private contractor within contract guidelines. Assures that all appropriate paperwork and information is provided.</p> <p>Receives and reviews monthly reports, family case plans, child case plans, initial case plans from private contractors. Assures documentation reflects accurate descriptions of progress and is within guidelines outlined in agency contracts. Attends mandatory meetings, including 24/48 hour meetings and attends initial case plans and subsequent case plans only when the permanency goal changes.</p> <p>Provides written reports to court and necessary court hearings. Assists in preparation of Child in Need of Care petitions to be provided to the District Attorney and provide all supporting evidence within the time frames. Provides legal documentation and legal status changes to the private agency. Court testimony in Child in Need of Care cases in which custody is requested or given to DCF by the court as well as criminal cases in which the perpetrator of the abuse/neglect is charged.</p>
<p>25%</p>	<p>E</p>	<p><b><u>AGENCY/PUBLIC RESPOSIVENESS</u></b></p> <p>Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in</p>

a positive manner and within DCF rules, policies, and regulations. Utilizes formal information training opportunities and professional readings to enhance knowledge and skills in family/assessment, intervention, leadership and teamwork. Completes all other duties as assigned.

---

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
------	-------	-----------------

---

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.

Failure to provide services in an adequate and timely manner could result in a child having to be removed out of their parental home, which could result in termination of parental rights in which emotional trauma would accompany, or could result in serious harm, permanent injury or death of a child. Failure to observe procedures could result in violation of State and Federal laws and regulations with a potential loss of eligibility for program funding.

---

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

Daily contact with children and families who are referred/reported to the agency for services as well as daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

---

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

Discomforts and hazard exist due to exposure to weather conditions. Contacts with dangerous and hostile clients pose threats to health and safety. Entering homes and other environments that may be dirty, cluttered, possibly infested with bugs and rodents and/or offensive odors. There are also hazards associated with having to ascend and descend stairs. The potential exists for normal travel hazards associated with automobile travel in the assigned Region.

---

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

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

---

---

**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

Four-year degree in a Human Services or Behavioral Sciences field of study, or education determined relevant by the agency.

---

Education or Training - special or professional

**Preferred** - One or more of the following:

Licensed Social Worker

Master's in Professional Counseling (Licensed Professional Counselor)

Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist)

Licensed Behavioral Sciences Regulatory Board (BSRB) professional as determined relevant by the agency.

A minimum of 2-years of work experience in Children and Family Services.

---

Licenses, certificates and registrations

Valid Driver's License (must maintain valid driver's license throughout employment)

Licensed Professional (must maintain license throughout employment)

---

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.

Must 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