

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.

Agency
Number

CHECK ONE: NEW POSITION EXISTING POSITION UNCLASSIFIED

Part 1 - 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 Protective Investigator	
3. Division Family Services			12. Proposed Class Title	
4. Section Prevention and Protections Services	For Use By	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		Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM			Office	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 cases assigned to the Child Protection Investigator range in complexity from simple to complex in nature. The investigator exercises independent judgment in the investigation of assigned cases and in coordination with the Social Work Specialist. Work is controlled by routine review and reporting to or in consultation with the supervisor.

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	<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>
1. 40%	E	<p><u>COORDINATION OF ABUSE/NEGLECT REFERRALS</u></p> <ul style="list-style-type: none"> • Receives assignment reports of families where child(ren)/adults are suspected of being abused or neglected or in need of care as defined by K.S.A. 38-2202. • Establishes timely face to face contact with one or more family members to investigate the issues of alleged abuse/neglect. • Timely enters all child abuse neglect investigation information into the Kansas Initiatives for Decision Support System (KIDS) • Confers and shares results of investigation with social work specialist, and supervisor and assists in making case finding decision. • Reviews abuse/neglect referrals from program staff for completeness and accuracy. • Follows up with agency staff to obtain further information or to clarify inconsistencies. • Assists agency attorney in preparing for administrative appeal hearing.
2. 35%	E	<p><u>SPECIAL INVESTIGATIONS</u></p> <ul style="list-style-type: none"> • Reviews abuse/neglect referrals and conducts in-depth investigation (locates and interviews witnesses, defendant, and other persons as appropriate, and obtains documentary evidence). • Analyzes preliminary data to develop investigative strategies. • Analyzes investigative findings and completes an investigative report within established policy or direction. The report outlines investigative findings and recommendations for further action. • Staff/coordinate abuse/neglect cases referred to prosecutor with social worker assigned to case and social worker supervisor. This may include assisting in preparing an affidavit. • Under the supervision of DCF, assist various law enforcement agencies with criminal investigations while complying with agency regulations and Kansas Statutes. • Testifies at administrative court hearings, criminal hearings or CINC hearings. • Compiles periodic statistical reports concerning Special Investigations.
3. 15%	E	<p><u>SPECIAL TASKS ASSIGNED</u></p> <ul style="list-style-type: none"> • Maintain contact with agency staff, clients, prosecuting attorneys, law enforcement investigators, witnesses, and members of the public during the course of completing assigned tasks. • May be assigned individually or as a member of a team
4. 10%	E	<p><u>OTHER</u></p> <ul style="list-style-type: none"> • Other duties as assigned by supervisor, social work specialist, Assistant Regional Director, Regional Director or Central Office.

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.

Cost due to errors may be significant. Failure to investigate or observe procedures could result in serious harm, permanent injury, or death to a child or adult.

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. Contacts are in person, by telephone, and/or e-mail to gather information that will assist the social worker in determining the safety of children reported to be abused/neglected.

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, lightning, and temperature extremes. Contacts with dangerous and hostile clients pose threats to health and safety. Some investigations conducted in unhealthy/unsanitary environments. The potential exists for normal travel hazards associated with automobile travel in the assigned territory

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

Digital cameras, personal computer with state access for state data systems, internet and e-mail, fax machine, copier, calculator, state cars, and telephone used daily. Occasional use of video recorders and audio recorders.

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

High school diploma or equivalent

Education or Training - special or professional

Licenses, certificates and registrations

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

Special knowledge, skills and abilities

Experience - length in years and kind

One year experience in investigating, fact finding or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency

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.

Experience in field investigative work as a law enforcement officer, social worker, corrections/parole officer or special/private investigator.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date