

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>Surveys, inspects, monitors and conducts program evaluations of residential foster care facilities for compliance with operational practices, environmental standards, delivery of services, and appropriate practices through interpretation and application of regulations and statutes, to assure the health and safety of children in out-of-home care. Conducts initial, annual, and compliance surveys of 24-hour child care facilities, as needed. Evaluates program design and implementation, coordinates surveys with local health departments and child placing agency staff as needed. Documents results of surveys and submits to supervisor for review in an accurate and timely manner. Organizes and mails surveys in a timely manner, in accordance with agency guidelines. Conduct compliance surveys as needed. Informs supervisor of unusual concerns or when enforcement action is recommended.</p>
2.30%	E	<p>Investigates complex complaints of regulatory noncompliance, care that is unsafe, harmful or care that is provided in violation of the law. Complaint investigations may be assigned within the region or statewide. Interviews persons with information about the complaint, makes observations and conducts onsite surveys to determine if the allegations are valid. Analyzes the information obtained to determine if the facility or home is in compliance with applicable statutes and regulations. Coordinate the investigations with DCF social workers, local health department staff, law enforcement personnel, and child placing agency staff. Obtains reports completed by other professional staff related to the complaint. Follows Division policies and timeframes in conducting investigations to assure children are safe, investigations are thorough and well documented so that the findings and the report can be used as evidence in an administrative hearing. Testifies as an expert witness at administrative and other hearings</p>
3.10%	E	<p>Acts as a regional representative of DCF with the health department staff and the child placing agency staff in order to provide training, consultation, and technical assistance regarding licensing of 24-hour child care facilities, including presenting at regional meetings/training sessions and PS MAPP meetings, as needed. Analyzes regional needs and makes recommendations to regional supervisor for training, development of policy memorandums, and revisions/interpretations of the regulations. Assists in the presentation of regional training and provides direct on-the-job surveyor training within the region to the CPA staff as requested.</p>

		Complete case management listings and statistical reports as requested. Participate in supervisory conferences on a regular basis.
4.10%	E	Act as a community liaison by communicating and responding, at a professional level, to program and procedural inquiries and providing technical assistance and consultation to foster care providers, health department staff, child placing agency staff, management staff of facilities and the public. This communication provides consultation and education, as well as response to questions regarding the licensing and regulatory process of 24-hour child care facilities and child placing agencies and maintaining the health and safety of children in out-of-home care. The community liaison role also involves interacting with all of the above to: 1) plan, coordinate, and advise; 2) obtain, give, or clarify information; 3) obtain or maintain goodwill and cooperation towards the program and agency purposes and programs.
5. 10%	E	Maintains the office/agency equipment and automobile assigned in good working order. 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
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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?

Local, State, Federal Government Officials, and Community contacts, Private Consultants, Owners, Operators, Legislature, and other DCF Program Staff.

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

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with demanding public and irate employees can cause stress. Sitting for long periods of time, and bending and stooping sometimes required for filing. 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:

Computer, phone, copier, fax and scanner

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

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Preferred – Social Work or related Human Service field

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

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