DA 281-2
Rev. 04-16

State of Kansas - Department of Administration
**OFFICE OF PERSONNEL SERVICES**

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

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

**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:

This is advanced professional counseling to empower people with disabilities to achieve employment as the avenue to self-sufficiency, independence, inclusion, economic equality, and integration into society. The position supports individuals with disabilities to identify their job-related goals and to develop individual plans for employment. The counselor provides or purchases a comprehensive variety of services, which may include training, physical/mental restoration, assistive technology, supported employment, and job placement. This position also provides significant counseling and guidance to help persons served identify their strengths and abilities; adjust to disability; exercise informed choice; maintain progress through their individual plans; and understand labor market trends and employment opportunities.

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

**Name Kym R Akkerman** **Title Program Manager** **Position Number K0054105**

Who evaluates the work of an incumbent in this position?

**Name same** **Title** **Position Number**

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.

This position has wide latitude for carrying out responsibilities. The counselor uses the Rehabilitation Services Policy Manual to identify applicable policies and regulations, which may be complex or technical in nature and which require careful interpretation on the part of the employee. Instructions are provided verbally or in writing/media of choice. The supervisor meets with the counselor at least monthly for a general outline of the work to be performed. The work required initiative, independent judgment, and accountability for timeliness, expenditure and outcome. The employee is required to handle many administrative details independently.

21. Describe the work of this position <u>using the page or one additional page only</u>. (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 | |
|---|---|---|
| | | The person in this positon has access to protected health information (PHI) under the provisions of the Heath Information Portability Act of 1996 (HIPPA) 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.<br><br>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. |
| | | In addition to the tasks listed below, this position is expected to:<br>• Comply with the Rehabilitation Services (RS) professional conduct expectations.<br>• Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;<br>• Demonstrate leadership in carrying out and communicating the Goals and Priorities of RS, emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in RS programs, services and activities;<br>• Ensure that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services.<br>• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;<br>• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;<br>• Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business;<br>• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity;<br>• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and RS staff; and work cooperatively with peers, staff, customers, community partners and the general public.<br><br>Requirement of Rehabilitation Services: New Counselors are expected to successfully complete New Counselor/Program Specialist Training within nine months of the employment start date in these positions. Successful completion means that all required on-line modules, homework and in-class assignments are successfully completed, and that all quizzes and the comprehensive final exam are completed with a score of 80% or higher. The maximum number of times an individual may take a quiz or final exam is three, and all assignments, quizzes and the final exam must be successfully completed within the nine-month timeframe. Exceptions to these requirements may be waived only by the Director of Rehabilitation Services in the event of extraordinary circumstances. |
| 1. 20% | E | **<u>Comprehensive Diagnostic Study and Eligibility Determination</u>**<br>Conducts in-depth counseling interviews with persons with disabilities to obtain information regarding medical and family history, social functioning, education, work experience, self-perception, attitudes, financial resources, and vocational interests in order to assess each applicant's employment-related assets and barriers. Works with the medical community and vocational assessment experts to obtain appropriate medical, psychological, and vocational diagnostic services needed for eligibility determination. Explains agency services, eligibility guidelines, and client's rights and responsibilities.<br><br>Collects and analyzes medical, psychological, vocational records and reports to determine the nature and severity of disabilities and resulting functional limitations. Confers with RS Manager, RS Program Administrator, Medical/Psychological consultants, and other medical community resources regarding any aspects of medical, psychological, or vocational information needing clarification. Determines eligibility within 60 days and develops an appropriate eligibility certificate which documents how the impairment and any other factors constitute a substantial impediment to employment and why vocational rehabilitation services are required to enable the applicant to prepare for, enter, engage in or retain gainful employment. Completes comprehensive analysis of functional limitations, services needed, and anticipated length of services to determine the individual's priority category designation for Order of Selection |

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| | | and potential waiting lists for services. The RS Program Administrator and or manager review cases for compliance with policies and procedures. |
| 2. 30% | E | **Formulation and Execution of the Individual Plan for Employment (IPE)**<br>Counsels with client to negotiate and develop an IPE, placing emphasis on the determination and achievement of an appropriate vocational goal through client participation. IPE development must be completed as soon as possible but no later than 90 days from the date of eligibility determination. Establishes objectives and services consistent with the vocational impediments described in the Certificate of Eligibility and the Summary of Substantial Impediments to Employment. Establishes time frames for each service listed on the IPE. Develops evaluation criteria to measure the accomplishments of the IPE objectives.<br><br>Proactively initiates ongoing contact with clients to facilitate progress through the rehabilitation process resulting in successful employment. Counsels clients in resolving a wide range of situations such as employer and co-worker relationships, housing accommodations, transportation needs, training program completion, and adjustment to disability. The RS Program Administrator and or manager reviews progress at least quarterly for compliance with policies and procedures and client satisfaction. |
| 3. 10% | E | **Job Placement**<br>Facilitates suitable vocational placement in competitive, integrated employment. Interprets labor market data. Provides labor market information to clients and trains them in job seeking skills. Explains job incentives such as on-the-job training and tax credits for employers. Develops jobs in coordination with employers and human service providers to insure availability of job openings for clients. Meets agency production goals to include number of rehabilitations, rehabilitation rate and average wages. RS Program Administrator and or manager reviews progress at least quarterly for employer development and direct placement activities. |
| 4. 15% | E | **Financial Accountability**<br>Independently authorizes expenditures of case service funds (within spending authorities) to insure quality and cost effective rehabilitation outcomes. When required, seeks supervisory approval for expenditures higher than the counselor's authority and exceptions to policy. Follows and enforces requirements for prior written service authorizations to be issued for services to be funded by RS. Maintains required proof-of-expenditure documentation in accordance with RS policy. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases of prosthetic appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer equipment and other planned services. Analyzes client's economic need to determine participation in cost of services. Uses knowledge of community resources and accesses other financial resources (comparable benefit analysis required by federal regulations) to reduce the RS share of costs. The RS Program Administrator and or manager review cases quarterly for compliance. |
| 5. 15% | E | **Documentation and Closure Decision**<br>Organizes external source documents, such as medical records and vocational tests, into a case file. Prepares narrative to document significant client contacts for the case file to establish a record of client progress. Includes documentation of significant counseling and guidance provided, including facilitation of informed choice. Establishes and records in the case file the rationale for case closure and that substantial rehabilitation services were provided to achieve suitable employment. Documents client participation in the closure decision and client notification of appeal rights. The RS Program Administrator and or manager review cases at least quarterly for compliance with policies and procedures. |
| 6. 5% | E | **Community Outreach**<br>Establishes and maintains liaison relationships and provides technical assistance regarding disability and independence through employment to clients, their family and support systems, community resources, businesses, government agencies, schools, health care facilities, attorneys, physicians, and social workers to educate and advocate on behalf of persons with disabilities. Provides information about rehabilitation programs and services to physicians, service providers, employers, and others to stimulate appropriate referrals, to encourage client participation, and to establish a community support system. May conduct accessibility and job modification surveys to employers. The RS Program Administrator and or manager reviews logs of community activities at least quarterly to determine that outreach goals have been met. |
| 7. 5% | E | **Collaboration**<br>Facilitates and participates in DCF collaboration efforts. Assures quality customer service. Coordinates resources and makes appropriate referrals within the agency and/or to community partners. Is flexible and uses program expertise to find solutions to customer issues. Provides program specific information to all co-workers and partners as needed. Maintains knowledge and awareness of DCF programs and community resources. |

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.
( X ) 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?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients and to maintain goodwill. Frequent and continuing contacts are made with department and state administrators to discuss state and federal regulations and policies.

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

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients. The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Occasional hazards, risks, or discomforts typical of personal or telephone contact with abusive or hostile clientele. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. The likelihood of injury is remote.

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

State vehicle frequently used in field contacts.
Personal computer used daily to meet paperwork demands.
Calculator used daily to monitor fiscal resources.
Telephone used daily to communicate with staff and others.
Copy machine used daily to maintain paper case files.

**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.

Effective November 1, 2016 and in accordance with federal regulations and State Plan requirements, the minimum qualifications are:

Standard 1: A current Certified Rehabilitation Counselor designation; or
Standard 2: A master's or doctorate degree in Rehabilitation Counseling; or
Standard 3: A master's or doctorate degree in Counseling, Rehabilitation Psychology, Counseling Psychology, or Clinical Social Work plus the additional education requirements described below: or
Standard 4: A master's or doctorate in any discipline with one of the following majors plus the additional education requirements described below:

- Behavioral Health
- Behavioral Science
- Business Administration
- Counseling
- Disability Studies
- Human Relations
- Human Resources
- Human Services
- Law
- Management
- Marriage and Family Therapy
- Occupational Therapy
- Psychology
- Psychometrics
- Public Administration
- Rehabilitation Administration/Services
- Social Work
- Special Education
- Vocational Assessment/Evaluation

**Additional education requirements for Standards 3 and 4**: Candidates selected under Standards 3 and 4 will be required to complete additional graduate level courses within three years of their employment start date, as follows:

- One integrated or two separate courses in the Theories of Counseling and the Techniques of Counseling; and
- One integrated or two separate courses in the Medical Aspects of Disability and the Psychosocial Aspects of Disability.

In areas of the state where it is difficult to recruit individuals who meet these requirements, such as rural and frontier regions, KRS may hire the best qualified candidate with the approval of the Director and on the condition that the individual agrees to meet the master's degree standard within five years of the employment start date.

Staff who must meet additional educational requirements will have professional development plans.

Education or Training - special or professional

Licenses, certificates and registrations

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.

This work generally requires light physical exertion. The employee may be required to perform handling activities of lightweight or easily moved items (Le. books, file folders, files, etc.); perform moving activities for brief periods; operate light equipment; and perform repetitive motion for periods of time.

| | | | |
|---|---|---|---|
| Signature of Employee | Date | Signature of Personnel Official | Date |

**Approved:**

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| Signature of Supervisor | Date | Signature of Agency Head or Appointing Authority | Date |