

# 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.

1. Agency Name DCF/KPRC	9. Position No. K0241422	10. Budget Program Number	<b>For</b> <b>Use</b> <b>By</b> <b>Personnel</b> <b>Office</b>	Agency Number	
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) KPRC Child Protection Supervisor				
3. Division Prevention and Protection Services	12. Proposed Class Title				
4. Section Prevention and Protection Services	13. Allocation				
5. Unit Kansas Protection Report Center	14. Effective Date			Position Number	
6. Location (address where employee works)	15. By	Approved			
City Wichita County Sedgewick	16. Audit				
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time <input type="checkbox"/> Temp. <input type="checkbox"/> % Regular	Date:	By:			
8. Regular hours of work: (circle appropriate time) FROM: 11pm PM To: 7am AM	Date:	By:			
	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:

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

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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**KPRC Assistant Program Administrator**

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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**KPRC Assistant Program Administrator**

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 works independently under general direction and is given a great deal of latitude in completing assignments. Instructions are written, such as in policy manuals, or oral, through supervisory meetings or individual conferences. This position reports directly to the PPS Program Administrator and work reviewed primarily for outcomes.

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 (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.</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. 35%	E	<p><b>Manages Unit:</b></p> <p>Assures that Protection Reporting Center outcomes are met through monitoring and evaluation systems, statistical reports and management techniques, and that feedback from the community and agency are appropriately considered in order to assure that services remain effective and accountable to clients and the agency. Works flexibly and as a team to assure unit goals are met and essential services are provided.</p> <p>Confers with agency staff and private and public entities about issues related to abuse and neglect reporting and screening laws, policies, rules, regulations, and directives. Establishes goals and finalizes plans. Resolves special problems by using knowledge of program planning and implementation.</p> <p>Prepares and directs the preparation and maintenance of necessary records and reports. Analyzes information resources to gather data, study processes and identify problems for the purpose of formulating solutions to service delivery issues. Assesses equipment and software needs and pursues acquisition of such within existing resources.</p>
2. 35%	E	<p><b>Supervises Staff:</b></p> <p>Supervises Protection Specialist and Intake Protection Specialist to assure outcomes are met and quality services are provided. Will provide supervision to Administrative Assistances (in some situations) to ensure they are aware of outcomes and goals.</p> <p>Develops and establishes standards to evaluate the effectiveness of PPS staff. Designs initiatives to assist staff in developing and improving their job skills. These tasks are performed by using program and administrative knowledge, agency manuals and teaching skills in order to assure effective service delivery.</p>
3. 20%	E	<p><b>Supervisor Quality Assurance Review</b></p> <p>Review cases the Quality Assurance Team assessed as needing further review by the supervisor to determine if the screening decision was appropriate. Works with the screening work to correct any errors and educates staff for learning proposes.</p> <p>Reviews cases sent in from Assessment and Prevention to determine if the reports are appropriate for a reversal of initial screening decision.</p>
4. 10%	E	<p><b>Represents Agency:</b></p> <p>Provides support to all KPRC staff on an as needed basis. Performs other duties as assigned by KPRC PA, KPRC APA, Deputy Directors of PPS or Director of PPS.</p> <p>Promotes public awareness of the Protection Reporting Center's role in abuse and neglect. Responds to the public's requests concerning agency procedures and applicable laws. Cooperates with community agencies and the public in planning and providing effective services.</p> <p>Represents the agency as a liaison in order to interpret agency policies regarding receiving, screening and disseminating reports for investigation, to promote positive community relations, to receive feedback from the public, and to assist in the development of policies and procedures which enhance protective services.</p>

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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.  
(X) Major program failure, major property loss, or serious injury or incapacitation.  
(  ) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

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

Daily contacts made with staff in other DCF offices, affiliate agencies, and the public, to manage central reporting functions.

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

Stress related to heavy volume of work, particularly during periods of peak demand and under staffing, working with hostile, abusive clients, agency and community expectations conflict, and legal liability.

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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, cellular and office telephone, all general office equipment, and vehicle to travel for business is required.

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

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

**Minimum Qualifications:**

Bachelor's degree in social work, human services, health sciences or related field as determined relevant by the agency and two (2) years of field experience with a child welfare agency, childcare institution or agency performing human services or health sciences functions.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.

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Experience - length in years and kind

**Preferred Qualifications:** One or more of the following: Bachelor's in Social Work (Licensed Social Worker), Master's in Professional Counseling (Licensed Professional Counselor), Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist).

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#### 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.

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Signature of Employee

Date

Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date