

**Purpose/Conclusion:** to document the subject's role with [redacted] s [redacted] ort work sched [redacted] le s [redacted] er isor relationshi [redacted] etc [redacted] ee [redacted] age below showing the [redacted] osition descri [redacted] tion and information abo [redacted] t his role with [redacted] on hire [redacted] e is now a social ser [redacted] ice after ho [redacted] rs s [redacted] er isor as indicated in box 10 on the form below (working title) See PDF Page 8 which shows the position description form and details for a Social Service after-hours Supervisor. **Source:** tefanie [redacted] iemela [redacted] dit [redacted] olic [redacted] iaison

**From:** Weber, Ann (DCYF) [ann.weber@dcyf.wa.gov]  
**Sent:** Monday, June 3, 2024 3:47 PM  
**To:** Shackley, Laura (SAO) [laura.shackley@sao.wa.gov]  
**Subject:** Kresse, Daniel position description  
**Attachments:** Kresse, D PDF.pdf

Hi Laura,

Attached is the position description we have on file for Daniel. It is dated and his current job classification is a Social Service Supervisor 5. Our afterhours employees usually receive a shift premium for hours worked after 6:00 pm, per the CBA Article below.

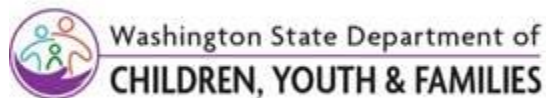
Please let me know if you need additional information.

Thanks,  
Ann

WFSE Article 42.19 C: Part-time and on-call employees will be entitled to basic shift premium under the following circumstances:

1. For all assigned hours of work after 6:00 p.m. and before 6:00 a.m.
2. For assigned full evening or night shifts, as defined above in Subsection 42.19 A.

Ann Weber | Human Resource Operations Manager  
Regions 5 and 6  
Phone: (253) 344-3165 | Fax: (360) 725-4925



FEB 27 2015



Establish 073 - TK43

## Position Description Form (PDF)

For Washington General Service (WGS) Positions Only

Classification/  
Compensation Unit

**INSTRUCTIONS:** The PDF must reflect the primary duties and responsibilities, essential functions, required skills and abilities, and other job-related information such as dual language, bargaining unit, work period, funding source, etc. The form is to be completed by the supervisor of the position when: establishing a new position or for reallocation purposes. The PDF should be reviewed by the supervisor prior to filling a vacant position, during the performance evaluation period or when the business needs of the position change. Included is a link to the Position Description Guidelines and the Classification Actions Checklist of Required Documents.

## I. Position Description (verify information in HRMS)

1. HRMS 8-DIGIT POSITION NUMBER <b>71041870</b>		2. 4-DIGIT LEGACY NUMBER <b>YF59E</b>		3. INCUMBENT'S NAME (IF FILLED)	
4. SELECT THE ACTION THAT APPLIES TO THE POSITION <input checked="" type="checkbox"/> Establish <input type="checkbox"/> Recruit <input type="checkbox"/> Update <input type="checkbox"/> Location Change <input type="checkbox"/> Reallocation <input type="checkbox"/> Other:				5. IS POSITION DESIGNATED EMERGENT PER DSHS EMERGENCY OPERATIONS PLAN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. CURRENT CLASS TITLE AND CLASS CODE <b>/</b>				7. CURRENT WGS SALARY RANGE	
8. PROPOSED CLASS TITLE AND CLASS CODE (FOR REALLOCATIONS OR ESTABLISHMENTS) <b>Social Service Specialist 4 / 351 R</b>				9. PROPOSED WGS SALARY RANGE <b>56</b>	
10. WORKING TITLE, IF DIFFERENT <b>Afterhours Supervisor</b>				11. WORK SCHEDULE/HOURS OF WORK PER WEEK <b>On Call/Standby</b> (u)	
12. SHIFT <b>On-call</b>		13. ASSIGNMENT PAY (REFERENCE CODE)		14. IS THIS A SAFETY SENSITIVE POSITION PER DSHS ADMINISTRATIVE POLICY 18.75? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. POSITION STATUS <b>Non-permanent / on-call</b>			16. AGENCY NAME AND ADMINISTRATION <b>DSHS (300) CA</b>		
17. SUB-AGENCY/POSITION ORGANIZATION TITLE <b>3023/R03</b>				18. ADDRESS OF POSITION LOCATION <b>R3 Any Office/Tacoma/Vancouver</b>	
19. SUPERVISOR'S NAME AND POSITION NUMBER (8 DIGIT AND LEGACY) <b>Hieu Dang TK43 70131508</b>					
20. A BACKGROUND CHECK IS REQUIRED PER DSHS ADMINISTRATIVE POLICY 18.63? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		21. PROJECT? <input type="checkbox"/> HR ASSIGNED PROJECT NUMBER:		22. IN-TRAINING (ATTACHED PLAN?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
23. NAME, TITLE, AND TELEPHONE NUMBER OF CONTACT PERSON REGARDING THIS DOCUMENT (PLEASE PRINT) <b>Hieu Dang, R3 Placement Programs Administrator</b> Telephone: <b>(360) 725-6798</b>					
<b>HR Information - For HR Use Only</b>					
24. NAME, TITLE, AND TELEPHONE NUMBER OF HR REPRESENTATIVE (PLEASE PRINT) <b>Toni Tennyson, HR</b> Telephone: <b>(253) 953-6269</b>					

## II. For DSHS Classification and Compensation Unit Use Only

1. EFFECTIVE DATE <b>2-27-15</b>		2. <del>OVERTIME EXEMPT</del> OVERTIME ELIGIBLE, SHIFT SCHEDULED MONTHLY?		3. BARGAINING UNIT DESIGNATION <b>WFESE JG</b>	
4. APPROVED POSITION CLASS CODE AND CLASS TITLE <b>351R Social Service Specialist</b>		5. ACTION TAKEN (APPROVED/DENIED/REVIEWED)		6. ACTION DATE <b>3-10-15</b>	
7. RISK CODE <input type="checkbox"/> 4902-0068 <input type="checkbox"/> 5307-0141 <input type="checkbox"/> 5307-01- 0167 <input checked="" type="checkbox"/> 5300-0448 <input type="checkbox"/> 7204-0341 <input type="checkbox"/> 7200-0312 <input type="checkbox"/> 7201-0304 <input type="checkbox"/> 7203-0311 <input type="checkbox"/> 6901-0220 <input type="checkbox"/> Other:					
8. CLASSIFICATION AND COMPENSATION HR SIGNATURE <b>Janette Hiles</b>				9. CLASSIFICATION AND COMPENSATION HR TITLE <b>Human Resource Consultant</b>	
FOR IMAGING ONLY	HRMS POSITION NUMBER	DOC DATE	SECTION	DOC TYPE	SUB DOC TYPE
			<b>WGS</b>	<b>Form</b>	<b>PDF</b>
					CCU HR REP

### III. General Description / Position Objective

#### 1. Summarize the position's scope of work.

Within the Department of Social and Health Services, Children's Administration, Region 3 of Division of Children and Family Services functions as the first line supervisor of a unit of Social Service Specialists, in Children and Family Services who provide professional level social services to clients of CWS, CPS, FRS, DLR, ICW, or other specialty programs like adoption support and interstate compact. This position receives little supervision and incumbent exercises independent judgment in devising own work methods.

In performing all assigned duties, this Social Service Specialist adheres to the tenets of the Solution-Based Casework (SBC) model with a focus on understanding and respecting the strengths of the clients including their heritage, cultural beliefs and values, communication and learning styles.

The Social Service Specialist is responsible for meeting all casework management directives as required by law, policy and other mandates, including but not limited to:

- Meeting timeframes for:
  - Child/family health and safety visits
  - Monthly visits with biological parent(s)
  - Sibling visits
  - Family Assessments and Assessments of Progress and
  - Child Health and Education (CHET) Screens
- Meet Documentation and payment initiation requirements for accurate and timely entries into FamLink:
- Accomplish the overall goals of developing partnerships with families, focusing on practical everyday life tasks and promoting specific skills tied to the families tasks:

Solution-Based Casework (SBC) model enables the Social Service Specialist to more effectively:

- Develop effective partnerships with the family, service providers and others to address primary safety risks and concerns through cultural competency and strength based communication.
- Locate the problem(s) within the everyday life of the family and identify the individual(s) and the behavior(s) that led to maltreatment.
- Help the family to identify cycles of maltreatment and utilize relapse prevention techniques
- Develop and update co-constructed plans with the family that target the primary area of safety and other child needs
- Develop skill-based individual and family level objectives
- Take additional action when needed to meet the needs of child safety, permanency and well-being
- Recognize and document incremental progress made by the family towards meeting the identified objectives/goals

### IV. Supervisory Relationships

#### PART A

Check the statement that most accurately describes the level of supervision you exercise over this position.

- ☒ Close, detailed
- ☐ Spot-check basis only
- ☒ Little, employee responsible for devising own work methods
- ☐ Other (please explain):

#### PART B

Check the boxes that apply to this position or if the position has the authority to recommend any of these actions.

- ☒ Hires   ☒ Evaluates   ☒ Corrects   ☐ Disciplines   ☐ Terminates others   ☒ Assigns work
- ☒ Instructs and checks the work of others
- ☐ Not applicable

Is this a supervisory position? ☒ Yes   ☐ No      Is this a lead position? ☐ Yes   ☐ No

If yes, attach organizational chart with position numbers and classification titles of the position's supervisory chain as well as this position's subordinate positions.

Add any additional information that clarifies this position's management, supervisory, or lead responsibilities.

#### **V. Assigned Duties and Responsibilities**

List all assigned duties and responsibilities of the position, and the percentage of time dedicated to carrying out those duties. The percentage of time under "Percentage" below must equal 100%. If you are going to use the phrase "other duties as assigned," put it in this section but it cannot exceed more than 5% of the total position's duties and responsibilities. Underline the essential functions of the position. Essential functions are those functions that must be performed by the incumbent in this position. They cannot normally be re-assigned without impacting the allocation of the position.

Percent: <b>60%</b>	<p>Duties Performed:</p> <p><u>All duties performed with cultural competency and adherence to the tenets and methods of Solution-Based Casework.</u></p> <p><u>With the competency, proved strength based, solution focused services to Child Protective Services caseload of families to include:</u></p> <p><u>Assigning, prioritizing, and reviewing Social Service Specialist (SSS) assignments: consulting with and giving direction of assessing safety and risk, developing permanency plans, counseling children and families: delegating appropriate duties to subordinate staff: timely sharing of program specific changes and requirements: setting and communicating performance expectations. Take calls from Central intake for new CPS referrals, answering phone and email through entire shift which may be a 24 hour period. Review, Prioritize and Assign afterhours requests from daytime workers and supervisors through out the region. Consult with Afterhours Area Administrator or on call Area Administrator.</u></p>
20%	<p><u>Conducting nightly reporting of Regional Afterhours responses, including IFF details, placements, and CIPR details. This report will be submitted by 8:00AM of the next business day and will be sent to all supervisors in the region. An Afterhours Hours Log is also kept to track the activities and intakes that the after hours workers respond to.</u></p>
15%	<p><u>Communicate with Law Enforcement agencies, CRC, and foster parents to coordinate placement and responses to after hours intakes. Assist in completing Famlink history checks and background checks through NCIC.</u></p>
5%	<p><u>Other duties as assigned: including but not limited to – Attend staff meetings, training, unit meetings, conferences with supervisor, provide coverage and back-up another supervisor in emergency situations, etc.</u></p>


#### **VI. Position Qualifications**

##### **a. List required qualifications.**

Two years of experience as a Social Service Specialist 3 (formerly Social Worker 3).

OR

Four years of experience as a Social Service Specialist 2 (formerly Social Worker 2).

OR

A Master's degree in social services, human services, behavioral sciences, or an allied field and four years of paid social service experience equivalent to a Social Service Specialist 2.

OR

A Bachelor's degree in social services, human services, behavioral sciences, or an allied field, and six years of paid social service experience performing functions equivalent to a Social Service Specialist 2.

Two years of paid social service experience must include assessing risk and safety to children and providing direct family-centered practice services (strengthening and preserving family units).

NOTE: A two year Master's degree in one of the above fields that included a practicum may be substituted for one year of paid social service experience.

NOTE: Employees must successfully complete the formal training course sponsored by their division within one year of their appointment.

~~For Promotion Only: A Bachelor's degree and six years of experience as a Caseworker 3, Social Worker 1A or B, Social Worker 2, Casework Supervisor Trainee, Casework Supervisor, Juvenile Rehabilitation Supervisor 1 or 2, or Juvenile Rehabilitation Counselor 2 or 3 in state service or a Community Service Program Manager in Children and Family Services providing training to foster parents and Social Service Specialist/ Social Worker.~~

b. List others skills and abilities.

**Knowledge of:** Social casework principles and practices; risk assessment and decision making; interviewing techniques; role as expert representative in court proceedings; principles of child development; concepts of group work and group dynamics as applied to family systems and multidisciplinary team approach to service delivery, current literature on child welfare practices; principles of individual and social development; applicable Federal and State Laws; medical terminology and services; vocational and educational resources; community resources.

**Ability to:** Work cooperatively with groups and individuals; organize and prioritize own work; manage a large caseload in an efficient and effective manner; assist other workers to develop and implement effective work; assist other workers to develop and implement effective techniques for caseload management; present material effectively in written and oral form; develop and implement casework plans with appropriate consideration for protecting child safety and preserving parental rights; identify economic, cultural, physical, psychological and environmental factors which support or limit family or individual functioning; work independently and make decisions around program issues; apply principles and techniques of psychosocial casework. Understanding and applying new and existing child welfare law, policies and procedures concerning child abuse and neglect service standards governing job laws governing children's services; ensure efficient and effective communication, orally and written, in another language if required; case plans, as needed; and providing emergency response coverage as directed. Understanding and accurately using standard office equipment and personal computer for inputting and retrieving information from current data information management system and/or drafting reports or correspondence.

As a direct provider, the employee's work involves providing physical supports/interventions for clients using program approved methods which may include moving or transferring. Must be able to communicate and comprehend (through oral and written forms of communication) with management, peers, clients, and the public. Implement and interpret policy and procedure at the case level. Understanding and accurately using standard office equipment and personal computer for inputting and retrieving information from FamLink and/or drafting reports or correspondence as needed; and scheduling staff for emergency response coverage; understanding and complying with the Collective Bargaining Agreement as it relates to subordinate positions included in the bargaining unit(s).

**Paid professional social service experience is defined as:** Provision of direct services to adults or to children, youth and their families in the areas of crisis intervention, crisis stabilization, resolving parent child conflicts, juvenile delinquency services, criminal justice system services, substance abuse prevention and treatment services, residential care services, child abuse and neglect, adoption, or permanency planning services.

**Paid professional social service experience must include:** Assessing for service needs, developing comprehensive service plans, implementing service plans, monitoring progress in achieving case goals, and working as part of a decision making team that includes family members and professionals from other disciplines.

Minimum of 12 months experience operating a computer and keyboarding

Minimum of 12 months experience using word processing software such as Microsoft Word

Minimum of 12 months experience using spreadsheet software such as Microsoft Excel

Minimum of 12 months experience in composing, sending, and responding to electronic mail: Ability to utilize e-mail program functions such as calendar and meeting requests.

Minimum of 12 months experience navigating the internet to find and download information that is relevant to complete the duties of the position.

Possess excellent computer skills and be competent with Children's Administration computer system and other data base systems.

Understand professional responsibility for carrying out agency policy and comply with the law governing children's services and safety.

Understand levels of risk in cases of alleged child abuse or neglect and ensure intervention matches level of assessed risk to children

## VII. Special Requirements and/or Conditions of Employment

List any licensing, certification, or other special requirements.

Successful completion of a background check:

Successful completion of DCFS Social Services Specialist Training Institute:

Under the DSHS Emergency Operations Plan, the incumbent may be required to perform the following during a recognized emergency:

- \* Report for duty on short notice for a specified timeframe
- \* Report for duty outside of normally scheduled work hours and work days
- \* Report to a duty station that is different from the official duty station
- \* Perform work tasks outside the normal scope of duties reflected in this PDF

During a recognized emergency, the duties may be different from normal duties, and will be temporary in nature, lasting only as long as necessary to resume normal operations.

## VIII. Working Environment

Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.). Some or all of these conditions may be noted under Section V., ASSIGNED DUTIES AND RESPONSIBILITIES.

- The nature of this work makes this position highly stressful. The skill to deal with stressful situations is required with this position.
- Work environment is cubicles or shared office space. Incumbent will use copy machine, telephone, cell-phone, computer, fax machine and motor vehicle to accomplish work. Office work environment can include travel to and from office within community, region, in/out of state, indoors/outdoors with exposure to personal may be present.
- Hold a valid driver's license when operating a state or privately owned vehicle on official state business. Comply with Washington State's liability laws when operating a privately owned vehicle on official state business.
- A flexible schedule is required to respond to client needs and to emergent situations.
- Dress appropriately for the work to be performed.

## IX. Signatures

The job duties as identified in Section V. are an accurate reflection of the work to be performed by this position.

The incumbent has performed the essential functions contained in this document for \_\_\_\_ months.

Supervisor's signature

Date of supervisor's signature

Title

Reg 3 Placement Programs Administrator

Telephone number

(360) 725-6798

Approving authority's signature

Date of approving authority's signature

Title

R3 Deputy Regional Administrator

Telephone number

(253) 983-6251

As the incumbent in this position, I have received a copy of this position description.

Employee's signature

Date of employee's signature

# Washington General Service (WGS)

## Position Description

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#) and [WGS Sample Position Description](#).

Position Information		
Action: Update      Date: Proposed Class Title:	HR Approved Class Title: SSS5/351R	Effective Date: 11/01/2023
Current Class Title: SSS5	HR Approved Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Work Schedule: Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>	Position Number/Object Abbreviation: 71091237 / FO220-E-OC	Salary Range: 64
Position Included in a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , indicate union: WFSE	Assignment Pay: Dual Language <input type="checkbox"/> Other <input checked="" type="checkbox"/> SSS Premium	
Incumbent's Name (If filled position):	Address Where Position Is Located: 907 Harney St Vancouver, WA 98662	
Agency/Division/Unit: DCYF / Field Operations / R6 centralized programs	Supervisor's Name and Title: Hieu Dang R6 Centralized programs Area Administrator	
Supervisor's Position Number: 71062353/TK43-E	Supervisor's Phone: 253-244-4023	
Position Objective		
Briefly explain the purpose of the position and how it supports the organization's mission ( <b>attach an organizational chart</b> ).		
<p>The Department of Children, Youth and Families is focused on the well-being of children. Our vision is to ensure that "Washington state's children and youth grow up safe and healthy—thriving physically, emotionally and academically, nurtured by family and community."</p> <p>Within DCYF, Field Operations, this position functions as the first line supervisor of a Child Protective Services (CPS) unit of Social Service Specialists who provide professional level case management to clients. This position supervises the delivery of an advanced level of specialized case management; specifically, ongoing assessment of safety and permanency.</p> <p>In performing all duties, this Social Service Specialist 5 adheres to the tenets of the Child Safety Framework with a focus on child safety. Utilizes cultural competency to understand, communicate with, and effectively interact with clients, subordinate staff and other individuals across cultures, focusing on understanding and respecting the strengths of the clients including their heritage, cultural beliefs and values, communication and learning styles.</p> <p>The CPS Social Service Specialist 5 is responsible for ensuring that all casework management directives are followed, as required by law, policy and other mandates, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Meeting timeframes for: <ul style="list-style-type: none"> <li>○ Initial face to face with children</li> <li>○ Child health and safety visits</li> </ul> </li> <li>• Meeting documentation and payment initiation requirements for accurate and timely entries into FamLink.</li> <li>• Accomplishing the overall goals of developing partnerships and engaging with clients in order to strengthen families so that they flourish.</li> </ul>		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the <b>action</b> performed; to <b>whom or what</b> ; using what <b>tools, equipment, methods, and/or processes</b> ; and the <b>final product or outcome</b> .		



For more guidance, see the [Essential Functions Guide](#) and [Examples of Work Statements](#).

% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.
40%	<p><b>Duty:</b> <b>Case Supervision</b></p> <p><u>With the competency, proved strength based, child safety focused services to Child Protective Services, Child and Family Welfare Services, Family Voluntary Services and Family Reconciliation Services caseload of families to include:</u></p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Assigning, prioritizing, and reviewing Social Service Specialist (SSS) assignments</u></li> <li>• <u>Consulting with and giving direction for assessing safety and risk, counseling children and families</u></li> <li>• <u>Delegating appropriate duties to subordinate staff</u></li> <li>• <u>Timely sharing of program specific changes and requirements</u></li> <li>• <u>Setting and communicating performance expectations.</u></li> <li>• <u>Provide coverage and back-up of other supervisors in emergency situations or as needed</u></li> </ul>
25%	<p><b>Duty:</b> <b>Staff Development</b></p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Hiring and training new and existing professional staff in the law, policies and procedures governing their job assignments</u></li> <li>• <u>Giving court testimony or mentoring staff in preparation for court testimony</u></li> <li>• <u>Ensuring subordinate staff prepare and provide timely/complete legal documents for court appearances</u></li> <li>• <u>Understanding and working effectively with tribal governments and associated constituents</u></li> <li>• <u>Arranging formal agency training related to specific job assignments and career development</u></li> <li>• <u>Training staff in gathering accurate and complete information, organizing information and case decision making</u></li> </ul>
5%	<p><b>Duty:</b> <b>Staff Evaluation</b></p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Preparing written performance evaluations for staff using current Performance Evaluation system</u></li> <li>• <u>Initiating appropriate corrective/disciplinary action as necessary in compliance with current Collective Bargaining Agreement and agency rules</u></li> <li>• <u>Preparing written and oral reports, documentation, inter/Intra-agency communications regarding program areas supervised</u></li> <li>• <u>Acting as liaison for educational and program expert functions between the agency and community social services, educational, law enforcement, medical and judicial agencies and institutions.</u></li> </ul>

25%	<p><b>Duty:</b> <b>Clinical Supervision</b></p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• Conducting case-staffing, regular unit meetings and participating on multi-disciplinary and community teams</li> <li>• Resolving internal/external problems and conflicts at the lowest possible level</li> <li>• <u>Reviewing levels of risk in cases of alleged child abuse or neglect and ensuring levels of agency intervention match levels of assessed risk to children and consider/apply permanency needs</u></li> <li>• <u>Reviewing and monitoring decisions related to placement of children into agency alternative care</u></li> <li>• <u>Assisting staff to understand their professional responsibility for carrying out agency policy and complying with the laws governing children's services; developing resources directly associated with program area.</u></li> </ul>
5%	<p><b>Duty:</b> <b>Other duties as assigned</b></p> <p><b>Tasks include:</b> Including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Attend staff meetings, unit meetings, conferences with supervisor, etc...</li> </ul>

#### Lead Work/Supervisory Responsibilities

Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supervisory Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , list each direct report below.	<table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Assigns Work</td> <td><input checked="" type="checkbox"/> Instructs Work</td> <td><input checked="" type="checkbox"/> Checks Others' Work</td> </tr> <tr> <td><input checked="" type="checkbox"/> Plans work</td> <td><input checked="" type="checkbox"/> Evaluates Performance</td> <td><input checked="" type="checkbox"/> *Takes Corrective Action</td> </tr> <tr> <td><input checked="" type="checkbox"/> *Hires</td> <td><input checked="" type="checkbox"/> *Terminates</td> <td></td> </tr> </table> <p>(*Has the authority to effectively recommend these actions.)</p>	<input checked="" type="checkbox"/> Assigns Work	<input checked="" type="checkbox"/> Instructs Work	<input checked="" type="checkbox"/> Checks Others' Work	<input checked="" type="checkbox"/> Plans work	<input checked="" type="checkbox"/> Evaluates Performance	<input checked="" type="checkbox"/> *Takes Corrective Action	<input checked="" type="checkbox"/> *Hires	<input checked="" type="checkbox"/> *Terminates	
<input checked="" type="checkbox"/> Assigns Work	<input checked="" type="checkbox"/> Instructs Work	<input checked="" type="checkbox"/> Checks Others' Work								
<input checked="" type="checkbox"/> Plans work	<input checked="" type="checkbox"/> Evaluates Performance	<input checked="" type="checkbox"/> *Takes Corrective Action								
<input checked="" type="checkbox"/> *Hires	<input checked="" type="checkbox"/> *Terminates									

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

#### Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms](#).

- ☐ Direct/Close Supervision: Most work is reviewed in progress and upon completion.  
☐ General Supervision: Completed work is spot checked.  
☐ General Direction: Completed work is reviewed for effectiveness and expected results.  
☒ Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

The incumbent works closely with internal and external community partners, including but not limited to law enforcement, the court system, tribes, other state agencies and community service providers. Incumbent also interacts with peers and supervisors on a frequent, regular basis. Working as part of an office unit/team is an expectation. The work is directly related to child abuse and neglect issues.

### **Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery**

For more information see: [COOP and Critical Positions](#).

Is this position critical based on agency COOP? Yes ☒ No ☐

If **yes**, describe how the position supports the agency COOP Critical Functions:

This position has been designated as emergent under the DCYF Comprehensive Emergency Management Plan. the incumbent in this position is directly responsible for delivery of DCYF vital services and for understanding the written local emergency management plan, which describes how vital services will be delivered during an emergency or disaster. During a recognized emergency, the duties may be different from normal duties and will be temporary in nature, lasting only as long as necessary to resume normal operation. The incumbent may be required to perform the following during a recognized emergency/disaster as part of the local office emergency plan:

1. Report to duty on short notice for a specific timeframe.
2. Report for duty outside of normally scheduled work hours and days.
3. Report to duty station that is different from the official duty station.
4. Perform work tasks outside the normal scope of duties reflected in this PDF.

During a recognized emergency, the duties may be different from normal duties, and will be temporary in nature, lasting only as long as necessary to resume normal operations.

### **Working Conditions**

Work Setting, including hazards:	Work environment is cubicle or shared office space and may include teleworking. A large percentage of time is spent in the field, working in the community or client homes. Staff will attend and testify in court.
Schedule (i.e., hours and days):	Work hours are non-standard, and require a flexible schedule in order to respond to client needs and to emergent situations. Hours may vary due to the need to complete health and safety visits with children, meet with parents and caregivers within required time frames, travel with clients as case may require, and to attend trainings and meetings in other locations.
Travel Requirements:	Frequent local travel, occasional in state travel and rarely, out of state travel is required. Incumbent must hold valid driver's license when operating a state or privately owned vehicle on official state business, and must also comply with Washington State's liability laws when operating a privately owned vehicle on official state business. Transportation of children is part of this job.
Tools and Equipment:	Incumbent will use copy machine, telephone, cell phone, computer, fax and motor vehicle.
Customer Interactions:	Work is with the public on difficult issues of child abuse and neglect. Clients may be hostile. Discretion, common sense, and communication about worker whereabouts are essential to assuring worker safety. The employee's work may involve providing physical supports/interventions for clients using program approved methods.
Other:	Must be able to lift and carry 20-50 pounds.

### **Qualifications**

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:

One year of experience as a Social Service Specialist 4.

OR

Two years of experience as a Social Service Specialist 3

OR

<p>Four years of experience as a Social Service Specialist 2</p> <p>OR</p> <p>A Master's degree in social services, human services, behavioral sciences, or an allied field, and one year of paid social service experience equivalent to a Social Service Specialist 2</p> <p>OR</p> <p>A Bachelor's degree in social services, human services, behavioral sciences, or an allied field, and five years of paid social service experience equivalent to a Social Service Specialist 2</p> <p>NOTE: A two-year Master's degree in one of the above fields that included a practicum may be substituted for one year of paid social service experience.</p> <p>NOTE: Employees must successfully complete the formal training course sponsored by their division within one year of their appointment.</p>		
<p>Preferred/Desired Qualifications:</p> <ul style="list-style-type: none"> <li>At least one year of experience assessing risk and safety with regards to child abuse and neglect concerns or developing safety or service plans with families.</li> <li>Prior experience working independently, as well as working as part of a team.</li> <li>Prior experience speaking and interacting with clients, community partners and general public in a professional and courteous manner.</li> <li>Prior demonstrated experience multi-tasking in a professional office environment.</li> <li>Prior experience utilizing computer software programs such as Microsoft Word, Outlook and Excel.</li> </ul>		
<p><b>Special Requirements/Conditions of Employment</b></p>		
<p>List special requirements or conditions of employment beyond the qualifications above.</p>		
<p>Prior to initial appointment with the agency, incumbent must successfully complete a background check. The incumbent must successfully complete formal training courses as required by law, policy, and regional requirements within one year of their appointment. The incumbent must successfully complete Social Service Specialist Regional Core training and Supervisor Core Training (SCT) within one year of initial appointment. Incumbent must hold a valid driver's license when operating a state or privately-owned vehicle on official state business, and must also comply with Washington State's liability laws when operating a privately-owned vehicle on official state business.</p>		
<p><b>In-Training Plan, If Applicable</b></p>		
<p><b>Acknowledgement of Position Description</b></p>		
<p>The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.</p>		
<p>Date: 12-6-23</p>	<p>Supervisor's Signature (required):</p>	
<p>Date: 12/15/2023</p>	<p>Appointing Authority's Name and Title: Dorene Perez, Deputy Assistant Secretary of Child Welfare</p>	<p>Signature (required):</p>
<p><b>As the incumbent in this position, I have received a copy of this position description.</b></p>		
<p>Date: 12-6-23</p>	<p>Employee's Signature:</p>	

**Position details and related action have been taken by Human Resources as reflected below.**

For Human Resource/Payroll Office Use Only						
Approved Class Title:		Class Code:		Salary Range:		Effective Date:
Pay Scale Type:		Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Type (Employee Group):		EEO Category:
Employee Sub-Group:		Position Retirement Eligible: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>		Workers Comp. Code:
County Code:		Business Area:		Personnel Area (FEIN):		
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>				Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>		
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>				Unique Facility Identifier (UFI) For more information see: <a href="#">UFI Search Feature</a>		
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date: 12/18/2023		HR Designee's Name: Melanie Ducharme		HR Designee's Title: Class & Comp Specialist		HR Designee's Signature: <i>/s/ Melanie Ducharme</i>
Date:		Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature: