

Position Code 1. PSYCHLGEA31R

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

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2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS / Walter P. Reuther Psychiatric Hospital
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Hospitals and Administrative Operations
4. Civil Service Position Code Description Psychologist E	10. Division Walter P. Reuther Psychiatric Hospital
5. Working Title (What the agency calls the position) Staff Psychologist, Clinically Focused	11. Section Clinical Affairs
6. Name and Position Code Description of Direct Supervisor Lisa Medoff, Ph.D. State Administrative Manager, Psychologist Director-15	12. Unit Psychology
7. Name and Position Code Description of Second Level Supervisor Hanumaiah Bandla, M.D. Senior Executive Psychiatrist Director - 21	13. Work Location (City and Address)/Hours of Work 30901 Palmer Road Westland, MI 48186 Monday – Friday; 8:00 a.m. – 4:30 p.m.
14. General Summary of Function/Purpose of Position The Clinically Focused Staff Psychologist works directly with severely mentally ill individuals and serves as the Department's representative on unit teams. The primary role of the clinician is to conduct individual and group psychotherapy, while also being available to consult and/or complete behavioral, intellectual, personality, or Court assessments as indicated by the Department Director.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 50**

Conducts individual and group psychotherapy with patients

Individual tasks related to the duty.

Under Supervision as assigned:

- therapy cases assigned by the Director or as requested by unit staff
- therapy sessions weekly
- Conducts Group therapy weekly

Duty 2

General Summary of Duty 2 **% of Time 5%**

Psychological Assessment

Individual tasks related to the duty.

- Assessment weekly or as needed and assigned by the Assessment Supervisor or the Director
- Administer and Interpret wide-range of psychological tests, intelligence tests, projective personality tests, and neuropsychological tests.
- Draw conclusions regarding diagnosis, cognitive functioning, strengths & weaknesses, presence v absence of organic conditions and write report with recommendations for patient treatment
- Observe Probate Court for mental status hearings for continuing or initial.

Duty 3

General Summary of Duty 3

% of Time 5%

Participates in weekly supervision with fully licensed psychologists

Individual tasks related to the duty.

- Supervised on individual and group casework by fully licensed clinicians
- Consult on career development
- Work on theoretical and technical skills in working with patients

Duty 4

General Summary of Duty 4

% of Time 15

Participates in Hospital activities (meetings) as a unit psychologist and learning (conferences) as assigned by the Director.

Individual tasks related to the duty.

- Morning Report on assigned units, five times weekly (If assigned to more than one unit, days may be split as indicated by the Director)
- Conferences as assigned (on and off site)
- Observe Court activity and/or gather data as assigned

Duty 5

General Summary of Duty 5 % of Time 25

Preparation, Reading, Documentation into the Electronic Medical Record

Individual tasks related to the duty.

- Reading, research and writing up of curriculum and notes in the development of therapeutic programming
- Documentation of individual and group therapy sessions in progress notes
- Report entry (Assessment)

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Exercise independent decision under supervision as related to services/programs

17. Describe the types of decisions that require the supervisor's review.

All decisions

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work with patients who are occasionally combative or verbally aggressive

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Provides direct psychological services to acutely mentally ill adult inpatients through ward/unit assignment and provides psychological services to chronically mentally ill patients through referral.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

Provides direct psychological services to acutely mentally ill adult inpatients through ward/unit assignment and provides psychological services to chronically mentally ill patients through referral.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a master's degree in psychology.

EXPERIENCE:

Psychologist 9

No specific type or amount is required.

Psychologist 10

One year of professional experience providing psychological treatment equivalent to a Psychologist 9.

Psychologist P11

Two years of professional experience providing psychological treatment equivalent to a Psychologist, including one-year equivalent to a Psychologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of clinical psychology.
- Knowledge of Michigan Mental Health Code.
- Ability to work with severely mentally ill individuals.
- Ability to manage adversarial and stressful situations as encountered.
- Ability to communicate effectively with others

- Ability to prepare/maintain clear and concise reports, records and other correspondence related to work.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a temporary master's limited license, master's limited license, doctoral limited license, or full license to practice psychology in Michigan.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.