

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS QUALIFIED MENTAL HEALTH PROFESSIONAL**

**JOB DESCRIPTION**

Employees in this job complete a variety of assignments as a Qualified Mental Health Professional (QMHP) in providing mental health services to prisoners under the jurisdiction of the Department of Corrections (DOC). Work is performed within the guidelines of the corrections mental health program, and employees provide casework and treatment services, within the scope of their practice, to prisoners diagnosed with a mental illness or mental disability through outpatient mental health services, residential treatment programs, and inpatient treatment programs. Some jobs are focused on providing mental health services to DOC employees through the department's employee support and wellness programs.

There are four classifications in this job.

**Position Code Title - Corrections Qmhp-E**

**Corrections Qualified Mental Health Professional 9**

This is the entry level. As a trainee, the employee carries out a range of professional mental health assignments while learning the methods of the work.

**Corrections Qualified Mental Health Professional 10**

This is the intermediate level. The employee performs an expanding range of professional mental health assignments in a developing capacity.

**Corrections Qualified Mental Health Professional P11**

This is the experienced level. The employee performs a full range of professional mental health assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Corrections Qmhp-A**

**Corrections Qualified Mental Health Professional 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized as having significantly greater complexity than those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as a QMHP and member of a multi-disciplinary treatment team, working with team members in diagnosing problems, formulating treatment plans, and evaluating progress.

Provides case management by coordinating treatment activities and ensuring the services delivered assists in meeting prisoners' goals and objectives.

Evaluates prisoners' behavior and makes referrals for treatment and services utilizing case histories, psychiatric reviews, QMHP assessments, custody reports, and various other evaluation and intervention reports.

Prepares psychosocial evaluations, needs assessments, case histories, treatment and management plans and treatment and management plan reviews.

Delivers individual and group therapy including specialized groups such as comorbid substance abuse therapy, sex offender therapy and assaultive offender therapy.

Provides crisis intervention and emergent suicide interventions and evaluations.

Identifies and refers prisoners for other services such as psychiatric, medical, educational, vocational, and recreational.

Participates in hearings to determine prisoner's need of involuntary treatment.

Interprets the results of diagnostic tests and prepares written and/or verbal reports.

Arranges aftercare planning including relapse prevention and transition/discharge planning.

Provides assistance and directs services to employees through Employee Wellness, Peer Support, and Traumatic Incident Stress Management (TISM) Programs.

Participates as a program team member guiding employees, their families, and retirees in times of crisis and/or need.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Corrections Qualified Mental Health Professional 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Corrections Qualified Mental Health Professional 12 (Senior Worker)**

Performs on a regular basis professional qualified mental health assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of mental health counseling, individual and group therapy and psycho educational treatments.

Knowledge of mental health assessments and interpretation of such assessments based on scope of license and training.

Knowledge of crisis evaluation and intervention.

Knowledge of treatment plan development and implementation.

Knowledge of human, emotional, social, psychological and environmental problems and techniques to alleviate them.

Knowledge of comorbid substance abuse and mental illness diagnosis and treatment.

Knowledge of the current literature in the corrections mental health field.

Knowledge of the techniques for observing and assessing behavior.

Knowledge of the basic mental health professional discipline, principles, and practice.

Knowledge of the characteristics and aspects of mental and emotional disturbances and developmental disability.

Knowledge and awareness of patient rights.

Knowledge of human emotional, social, psychological, and environmental problems and the techniques applicable to their alleviation within scope of practice.

Ability to work with other professional disciplines.

Ability to make independent clinical judgements.

Ability to communicate effectively with others, including the ability to organize, evaluate and present information effectively, both verbally and in writing, and to speak before groups, including providing testimony in court and administrative hearings.

Ability to develop a therapeutic relationship with patients.

Ability to apply treatment methods within the scope of the discipline practiced.

Ability to maintain records, and prepare reports and correspondence related to the work.

### **Working Conditions**

The job requires direct contact with prisoners.

### **Physical Requirements**

*None*

### **Education**

Possession of a master's degree with a major in psychology, social work, or counseling.

### **Experience**

#### **Corrections Qualified Mental Health Professional 9**

No specific type or amount is required.

#### **Corrections Qualified Mental Health Professional 10**

One year of professional experience providing QMHP services equivalent to a Corrections Qualified Mental Health Professional 9.

#### **Corrections Qualified Mental Health Professional P11**

Two years of professional experience providing QMHP services equivalent to a Corrections Qualified Mental Health Professional, including one year equivalent to a Corrections Qualified Mental Health Professional 10.

#### **Corrections Qualified Mental Health Professional 12**

Three years of professional experience providing QMHP services equivalent to a Corrections Qualified Mental Health Professional, including one year equivalent to a Corrections Qualified Mental Health Professional P11.

### **Special Requirements, Licenses, and Certifications**

Most positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

Possession of a Michigan license in good standing to practice the applicable Qualified Mental Health Profession as a psychologist, social worker, or counselor.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
CORQMHP	CORRECTIONS QUALIFIED MENTAL HEALTH PROFESSIONAL

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Corrections Qmhp-A	CORQMHPA	NERE-310
Corrections Qmhp-E	CORQMHPE	NERE-318
Corrections Qmhp-E	CORQMHPE	W22-092
Corrections Qmhp-A	CORQMHPA	W22-105

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