

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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency DEPARTMENT OF CORRECTIONS/ CFA
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission) BUREAU OF HEALTH CARE SERVICES
4.Civil Service Position Code Description Corrections Qualified Mental Health Professional E	10.Division MENTAL HEALTH SERVICES
5.Working Title (What the agency calls the position) QMHP	11.Section Northern
6.Name and Position Code Description of Direct Supervisor Brenda Stevenson, Community Health Services Manager 2	12.Unit LRF/OPT
7.Name and Position Code Description of Second Level Supervisor Tom Osier, State Administrative Manager 1	2500S Sheridan Rd, Muskegon, MI, 49442 Monday-Friday, 8:00 am to 4:30 pm

14. General Summary of Function/Purpose of Position

The Corrections Qualified Mental Health Professional functions as a member of a multi-disciplinary treatment team providing a range of professional treatment services to mentally ill and/or mentally disabled prisoners within the Michigan Department of Corrections. They work with hospitalized, medically ill and other special populations. The Corrections Qualified Mental Health Professional is responsible for all aspects of the mental health evaluation, referral to the appropriate mental health level of care and treatment of the prisoners, monitoring their progress and ensuring continuity of care is not jeopardized. The Corrections Qualified Mental Health Professional provides a full range of psychosocial assessments and evaluations, interventions, consultations and referral services as assigned by the supervisor. They assist with placement and obtaining services when the prisoner discharges to the community.

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%

Provides mental health treatment to prisoners within the Michigan Department of Corrections under the direction of the Director of Mental Health Services.

Individual tasks related to the duty.

- Evaluates referrals for treatment and service utilizing case history, QMHP assessment, current functioning level, custody reports, observed behavior, standard diagnostic criteria, risk evaluations, and crisis and suicide interventions.
- Delivers group therapy to prisoners including psycho educational, psychosocial skills development, dialectical behavioral type therapy, utilizing supportive and other directive techniques, educational and cognitive-behavioral techniques.
- Provides case management, coordinating all treatment provided to prisoners and ensuring that the treatment delivered assists in meeting the prisoners' goals and objectives.
- Provides Sex Offender Therapy, Assaultive Offender Therapy and Substance Use Disorder Treatment as directed by the Unit Chief.
- Provides a limited amount of individual therapy as stated in the treatment plan.
- Completes Needs Assessments for Prisoner Re-Entry and assists with placement upon the prisoner's release from prison.
- Evaluates prisoner's behavior and need for a change in level of care. Refers to a higher or lower level of care as needed.
- Completes data entry forms for the Offender Management System.
- Documents as required by Mental Health Record Documentation Standards, Medical Record Documentation Standards, policy directives, operating procedures, protocols or supervision. Utilizes COMS scheduler.
- Demonstrates abilities in psychosocial assessment, treatment planning, individual and group therapy, crisis intervention and co-morbid substance abuse as part of the clinical supervision required of the Unit Chief.
- Responds to correspondence/kites and documents appropriately per operating procedures.

Duty 2

General Summary of Duty 2

% of Time 35%

Functions as a member of MDOC Mental Health Services Treatment on the treatment team.

Individual tasks related to the duty.

- Provides crisis intervention and emergent suicide interventions and evaluation.
- Attends regularly scheduled treatment team meetings and actively participates as a cooperative treatment team member in diagnosing problems, planning and implementing treatment and other team decisions.
- Confers and consults with other professional staff members as necessary.
- Works cooperatively with correctional staff to ensure client continuity of care.
- Provides weekend and holiday coverage on a rotation basis for urgent and emergent referrals.
- Evaluates, identifies and refers for other services needed, i.e. medical, educational, vocational, recreational.
- Assists with achieving various program accreditations as assigned.
- Documents timely as required by Mental Health Record Documentation Standards, Medical Record Documentation Standards, policy directive, operating procedure, protocol or supervisor; documents in the COMS EHR; utilizes COMS scheduler.
- Evaluates prisoners and writes assessments/evaluations including, but not limited to those for suicide, Parole Board requests, segregation screenings, misconduct responsibility, and admissions, utilizing information provided by the case history, medical record, testing, prisoner interviews, observations and reported history.
- Writes Treatment Plans/Reviews at least every 6 months with treatment needs, goals, objectives, interventions.
- Writes Management Plans, distributes and discusses management plans with necessary staff.
- Completes data entry forms for the Offender Management System.

Duty 3**General Summary of Duty 3****% of Time 5%**

Participates in hearings to determine mentally ill prisoner's need of involuntary treatment per Chapter 10 of the Michigan Mental Health Code. Performs related work as assigned or required by policy, operating procedure, protocol or work rules.

Individual tasks related to the duty.

- Writes Qualified Mental Health Professional Evaluations timely to begin or continue the PA 252 process.
- Functions as prisoner advisor when requested.
- Reviews psychiatrists' evaluations and certificates, hears testimony and assists in ruling on the involuntary commitment as part of the PA 252 process.
- Assists in training other Department of Corrections staff in the involuntary treatment process.
- Documents PA 252 in the electronic health record as required in the operating procedure and/or protocol.

Duty 4**General Summary of Duty 4****% of Time 5%**

Participates in Performance Improvement activities as required.

Individual tasks related to the duty.

- Submits monthly statistical data of contacts and appointments for supervisor's Monthly Report to the Assistant Mental Health Director.
- Assists in Performance Improvement audits as required by the Unit Chief.
- Assists in Peer Review audits.
- Makes recommendations to Unit Chief of Performance Improvement issues to be addressed either at the local level or statewide level.
- Assists in training facility staff in behavioral health issues.

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

Other duties as assigned.

INDIVIDUAL TASKS RELATED TO THE DUTY.

- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director or Assistant MH Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples required.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Maintains credentials and competency in the clinical areas for which s/he is licensed.
- Follows all policies, procedures, protocols and guidelines as well as professional standards of practice.
- Maintains acceptable time and attendance.

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

This position independently writes assessments and evaluations and determines prisoners' needs, goals, and necessary interventions.

The decisions of a patient's need for hospitalization due to suicidal behavior, need for placement in special safety settings due to mental illness or self-injurious acts.

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

The administrative supervisory requirements of leaves, assignment to committees or special projects and deviation from established procedures, program descriptions or established and accepted treatment modalities.

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.

Requires walking across prison yards and climbing stairs. Hazards include working in a prison environment with convicted felons who are mentally ill, evaluating prisoners in agitated states with potential for assaultive and abusive behavior, and in an environment of restrictions, at times, excessive noise, and occasionally a lack of adequate heating and cooling mechanisms. Employees may be on-call weekends, and holidays.

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):

Complete and sign service ratings.
 Provide formal written counseling.
 Approve leave requests.
 Approve time and attendance.
 Orally reprimand.

Assign work.
 Approve work.
 Review work.
 Provide guidance on work methods.
 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?

This position provides a broad range of psychosocial evaluations, assessments and crisis intervention to convicted felons within the Department of Corrections. The position also contributes as an active member of an interdisciplinary treatment team.

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

This position was previously designated as a Clinical Social Worker or Psychologist but the classifications have been combined.

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

The function of the work area is the provision of mental health services to mentally ill and/or mentally disabled prisoners within the Michigan Department of Corrections. This position fits into this function by completing an interdisciplinary approach to the mental health treatment with other qualified mental health professionals and by providing clinical expertise in the development of programs, provision of services and training.

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 with a major in psychology, social work or counseling.

EXPERIENCE:

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

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

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a Michigan license to practice the applicable Qualified Mental Health Profession, which is required to practice as a psychologist, social worker, counselor, or other QMHP.

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.