CS-214
Rev 11/2013

| Position Code | ADUFCSTEA09R |
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**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** |
| | Licensing and Regulatory Affairs |
| **3.Employee Identification Number** | **9.Bureau (Institution, Board, or Commission)** |
| | Bureau of Community & Health Systems |
| **4.Civil Service Position Code Description** | **10.Division** |
| Adult Foster Care Consultant P11 | Adult Foster Care Licensing Division |
| **5.Working Title (What the agency calls the position)** | **11.Section** |
| Licensing Consultant | Pontiac Licensing Section |
| **6.Name and Position Code Description of Direct Supervisor** | **12.Unit** |
| Denise Nunn<br>State Administrative Manager 15 | |
| **7.Name and Position Code Description of Second Level Supervisor** | **13.Work Location (City and Address)/Hours of Work** |
| Jay Calewarts<br>State Division Administrator 17 | Cadillac Building, 2nd floor Annex, 3044 W. Grand Blvd. Detroit, MI<br>Monday-Friday; 8:00a – 5:00p |

**14. General Summary of Function/Purpose of Position**

Employees in this class provide consultation and make evaluations of new and existing facilities, and recommend the issuance or non-issuance of licenses based on adult foster care statute, administrative rules, and departmental policies. The work requires travel.

**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 35**

Provides ongoing monitoring of licensed facilities, conducts special investigations relative to the Adult Foster Care Facility Licensing Act, cites rule violations and sets time limits for compliance, prepares testimony and other material for administrative or judicial hearings; in contested cases, may represent the department if an assistant attorney general is not present.

**Individual tasks related to the duty.**

- Provides ongoing regulatory monitoring to all licensed adult foster care facilities.
- Initiates investigations of complaints involving licensees and documents findings.
- Assists in the preparation of cases for presentation in circuit court hearings.
- When appropriate, makes formal referrals to local prosecuting attorneys for closing of illegal operating facilities.

Duty 2

**General Summary of Duty 2** **% of Time 30**

Carries out the basic licensing issuance function for all new and existing adult foster care facilities relative to the Adult Foster Care Facility Licensing Act.

**Individual tasks related to the duty.**

- Provides professional consultation to licensees and applicants in regard to program operations, professional services and staff development.
- Explains statutory and administrative rule requirements for licensing; provides technical assistance to improve compliance.
- Maintains regulatory supervision of licensees, including governmentally operated facilities to assure ongoing compliance with licensing requirements.
- Initiates requests for fire safety inspections and environmental health inspections; coordinates the findings of these inspecting agencies with final licensing reports.

Duty 3

**General Summary of Duty 3** **% of Time 25**

Provides consultation upon request and technical assistance as needed to license applicants and licensees to assist them in coming into compliance and to maintain compliance with the administrative rules and the statute.

**Individual tasks related to the duty.**

- Provides pre-application consultation to potential adult foster care licensees within a specific geographic area.
- Provides technical assistance to insure compliance.
- Applies appropriate statutory and administrative rule requirements to new applicants for licensure.
- Reviews licensing programs and funding issues with agency boards of directors, county boards of commissioners, agency administrators, and/or United Fund administrators.

Duty 4

**General Summary of Duty 4** **% of Time 10**

Carries out other duties that may be assigned to meeting reporting requirements and other management and program support initiatives.

**Individual tasks related to the duty.**

- Prepares licensing reports, interim evaluations, and consultative reports; conducts related correspondence; maintains records of regulatory activities.
- Participates in conferences, seminars, and workshops to share information about program services and licensing.
- Participates in policy and procedure developmental activities.
- Participates in administrative rule development.
- Enters licensing actions on the computer.
- Other duties as assigned. This may also include the regulation of homes for the aged facilities.

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

Compliance determination for various rules requiring professional judgment in the area of adult foster care, determining reasonable time frames for a plan of correction given a variety of unique factors, developing technical assistance and consultation materials and presentations, and verbal presentation of investigative findings to the license.

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

Work is routinely reviewed as submitted – whether it pertains to recommendations for licensure, denial or revocation – complaint investigations, etc.

**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.**

The job does require bending, stooping, climbing to conduct physical plant inspections. The job also involves the inspection of facilities that could provide care to persons with communicable diseases, i.e., HIV, Hep B.

Environmental conditions are not out of the ordinary, other than driving in severe weather conditions.

**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.)**

| NAME | CLASS TITLE | NAME | CLASS TITLE |
|---|---|---|---|
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**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?**

NA

**23. What are the essential functions of this position?**

The adult foster care licensing consultant is responsible for the licensing of family, group, and congregate facilities throughout the State of Michigan.

This position is the mission or line function to monitor and make recommendations for over adult foster care homes in Michigan.

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

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

The Adult Foster Care & Camps Licensing Division is responsible for the administration and programmatic operation of Public Act 218. As such, staffs' primary responsibilities include the licensing of family, group, and congregate facilities statewide; the investigation and disposition of facility complaint allegations; linkage with community placement, adult protective services, state office and field staff; the handling of adult foster home inquiries; and the certification of specialized programs in licensed adult foster care facilities that serve persons with a mental health diagnosis.

**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 social work, psychology, sociology, gerontology, rehabilitation counseling, guidance and counseling, special education, family ecology, criminal justice, or family studies.

**EXPERIENCE:**

Four years of professional experience as an adult services worker, children's foster care worker, or children's protective services worker, including two years equivalent to a Services Specialist P11; OR four years of professional experience providing service or care to residents of adult foster care homes or homes for the aged.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic organizational, administrative, and management skills; ability to write and speak clearly; ability to work with computer technology to process licensing actions, tact and ability to meet with people; ability to evaluate and prepare concise and complete reports; ability to prepare investigative and inspection reports; and the ability to interpret adult foster care to the public.

Training and familiarity with the adult foster care licensing program and its policies and procedures. Knowledge of other departmental programs, i.e., community placement programs would be essential.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Unrestricted driver's license.

***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.**