

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

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| <b>Position Code</b><br>1. CLNSWKRAA09R |
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## POSITION DESCRIPTION

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

|                                                                                                                       |                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                         | <b>8. Department/Agency</b><br>MDHHS-CTR FORENSIC PSYCHIATRY                                                                     |
| <b>3. Employee Identification Number</b>                                                                              | <b>9. Bureau (Institution, Board, or Commission)</b><br>State Hospital Administration                                            |
| <b>4. Civil Service Position Code Description</b><br>CLINICAL SOCIAL WORKER-A                                         | <b>10. Division</b><br>Social Work                                                                                               |
| <b>5. Working Title (What the agency calls the position)</b><br>Unit Coordinator/Certified Forensic Examiner          | <b>11. Section</b>                                                                                                               |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>HOHOLIK, PAUL; CLINICAL SOCIAL WORK MGR-2        | <b>12. Unit</b>                                                                                                                  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>WAGNER, ASHLEY; CLINICAL SOCIAL WORK MGR-3 | <b>13. Work Location (City and Address)/Hours of Work</b><br>8303 PLATT RD; SALINE, MI 48176 / 8:00am- 4:30pm,<br>Monday- Friday |

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

As the Unit Coordinator assigns cases; serves as lead worker for other clinicians; helps orient and train new clinicians; oversees the development and implementation of unit programs and activities; participates in agency-wide committees and functions as necessary and required to facilitate the delivery of services; and coordinates clinical and administrative activities as necessary to facilitate the smooth functioning of the treatment team while assuring adherence to applicable policies, procedures, laws and rules. As a Certified Forensic Examiner, conducts forensic evaluations, prepares reports to various courts of law, and offers "Expert Witness" testimony in legal proceedings as required. As a Chief Clinician, performs a range of psychotherapeutic services to assigned patients. As a Unit Coordinator, this position requires the individual to work 8 hours per day for a total of 40 hours per week.

**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:**

**Percentage: 35**

As a Unit Coordinator, the primary functions involve serving as a lead worker to other clinical staff and as a resource person to other unit staff; helping develop new treatment programs; coordinating implementation of treatment programming offered by clinical, nursing, security, and adjunctive therapy staff; and assisting the Unit Director in various administrative tasks related to assigning cases, managing the census, and treatment and discharge planning.

**Individual tasks related to the duty:**

- Serves as Lead Worker for other clinicians assigned to the inpatient unit.
- Assigns cases to other clinicians on the unit.
- Provide orientation and training as required for new clinical staff assigned to the unit.
- Provides clinical and administrative consultation to staff on the unit.
- Participates in the certification process of new clinical staff.
- Participates in the development of therapeutic programming.
- Coordinates the development and scheduling of adjunctive patient programming on the unit.
- Coordinates the development and formulation, and schedules the periodic review of, individualized plans of service for the unit.
- Serves as a resource person for treatment team members from other disciplines.
- Coordinates inter-unit programming and special events as necessary.
- Meets regularly with other Unit Coordinators to negotiate inter-unit transfers of patients and to coordinate and implement Center-wide treatment programming as necessary and required.
- Participates in treatment services and other agency-wide committees and programs as interested and required.
- Participates in activities related to compliance with MDHHS, TJC, CMS, and CFP policy and procedural guidelines.

**Duty 2**

**General Summary:**

**Percentage: 50**

As a Chief Clinician, the duties involve managing a caseload of assigned patients; overseeing the development of treatment and discharge plans for those patients, and implementing those plans as indicated; scheduling and arranging person-centered planning meetings as required; conducting forensic examinations; preparing various reports for the courts as necessary and required; and providing court testimony as necessary.

**Individual tasks related to the duty:**

- Manages a caseload of assigned inpatients.
- Oversees and assists in the development of Individualized Plans of Service and discharge plans for assigned patients.
- Oversees the implementation of treatment and discharge plans for assigned patients.
- Arranges and oversees the scheduling of person-centered planning meetings, and participates in same, as necessary and required.
- Conducts one-to-one therapy sessions with assigned patients as necessary.
- Conducts group therapy and other related treatment groups for patients from assigned caseload and other clinicians as indicated.
- Conducts family therapy sessions as necessary and indicated.
- Participates in various unit activities, recreational gatherings, and programs as indicated and necessary.
- Has incidental contact with patients in common areas on the unit as appropriate.
- Conducts forensic evaluations as necessary (see Duty #3).
- Participates in required inservice training programs as required.
- Assists in the training and education of other staff as indicated and necessary.
- Participates in research projects as interested and requested.
- Completes all necessary charting; recording of progress; admission, transfer, discharge, and administrative notes; reports to courts; applications and petitions for admission and treatment; plans of service; internal reports; transfer requests; and other required documents or reports.
- Participates in all pertinent and required meetings, including treatment team meetings, Social Work Department meetings, committee meetings as assigned, and general staff meetings.

**Duty 3**

**General Summary:**

**Percentage: 15**

As a Certified Forensic Examiner, independently conducts evaluations of defendants referred by criminal courts of law to address competency issues related to pending criminal charges. These evaluations include the review of legal information; obtaining and reviewing psychiatric, medical and related records; collateral contacts with family members and other

interested parties as necessary; and conducting clinical interviews of defendants. As required, may consult with criminal courts, attorneys, and law enforcement personnel.

Additionally, participates in the orientation and training of new social work staff who are working to acquire Certified Forensic Examiner status as requested and required.

**Individual tasks related to the duty:**

- Independently evaluates criminal defendants for competency to stand trial, and related competency issues as requested by the courts.
- Reviews relevant legal documents, police reports, psychiatric, medical, hospital and related records in conjunction with completing competency evaluations.
- Contacts family members and other interested parties as necessary to obtain information relevant to completing competency evaluations.
- Conducts clinical interviews with defendants.
- As required, consults with criminal courts, attorneys, and law enforcement personnel.
- Provides therapeutic and didactic services to inpatients who have been adjudicated incompetent to stand trial.
- Conducts evaluations as necessary to observe and determine progress toward restoration of competency.
- Prepares and submits periodic progress reports to courts of law on a patient's progress, or lack thereof, toward restoration of competency.
- Upon restoration of a patient to competency, conducts competency evaluations, and prepares and submits reports to referring courts certifying patients as competent.
- Provides testimony as an "Expert Witness" in criminal courts on the issue of competency to stand trial and related matters when required.
- Participates in the orientation and training of social work staff who are seeking certification as Certified Forensic Examiners as necessary and requested.

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

- Clinical decisions regarding initial and ongoing assessment and treatment of assigned patients, which can affect treatment outcomes and impact on the patient's condition and need for treatment in the future.
- Clinical determinations regarding the length of time a patient requires hospitalization at the Forensic Center, which can generate formal recommendations regarding appropriateness of transfer to other state-operated or private hospitals, discharge to the community, or referral to alternative treatment.
- Clinical/legal determinations on the degree to which a defendant/patient has progress toward restoration of Competency to Stand Trial, leading to recommendations to criminal courts regarding continued hospitalization or discharge.

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

- Selected reports that require the supervisor's review and co-signature in order to satisfy administrative or legal requirements.
- Selected requests for funds and/or supplies that require the supervisor's approval.
- When a second opinion is needed in interpreting or clarifying agency policy, Michigan Mental Health code, MDHHS Administrative Rules, TJC standards, CMS conditions of participation, and other official guidelines and regulations.

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

- Physical Activities: Standing, sitting, climbing stairs, opening doors, talking, reading, using telephone, using computer (daily); driving, lifting and transporting light loads (occasionally).
- Environmental Conditions: Exposure and physical proximity to mentally ill, potentially dangerous patients and defendants served by the Center for Forensic Psychiatry.

**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.**

| <u>NAME</u> | <u>CLASS TITLE</u>       | <u>NAME</u> | <u>CLASS TITLE</u>       |
|-------------|--------------------------|-------------|--------------------------|
|             | CLINICAL SOCIAL WORKER-E |             | CLINICAL SOCIAL WORKER-E |

**Additional Subordinates**

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

|   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | Y | Assign work.                      |
| N | Provide formal written counseling. | Y | Approve work.                     |
| N | Approve leave requests.            | Y | Review work.                      |
| N | Approve time and attendance.       | Y | Provide guidance on work methods. |
| N | Orally reprimand.                  | Y | 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?**

Management prepared.

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

- Managing a caseload of assigned patients hospitalized at the Forensic Center by court order.
- Maintaining regular contact with assigned patients for the purpose of providing assessment and treatment services, including individual and group therapies and patient education and making recommendations about continuing need for treatment and hospitalization.
- Providing supportive, therapeutic, and educational services to family members and significant others of patients.
- Completing all written work requirements, including clinical, administrative, and legal reports as prescribed by Forensic Center policy, Mental Health Code and MDHHS Administrative Rules, Michigan statute, CMS conditions or participation, and Joint Commission standards.
- Participation in (receiving and providing) prescribed training and professional development programs and activities.

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

No major changes to duties and responsibilities. Updating for recruitment and to have a current position description on file.

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

The Center for Forensic Psychiatry is the primary DCH facility which provides evaluation and treatment services to mentally ill individuals involved in the Michigan criminal court system, the Michigan probate court system following a verdict of NGRI and on a selected basis, civilly committed patients referred from other MDHHS facilities. It is a high-security facility, both in terms of the physical plant and staffing plan, because the population served has a history of and propensity toward violent behavior and escape tendencies. The program requires that the social worker function as an integral member of the Treatment Team, serve as a resource for families of patients and community agencies, and be able to collaborate with the courts, members of the legal and law enforcement professions, and other mental health professionals. The social worker must be highly skilled and knowledgeable in dealing with complex and clinical and legal issues and serve as a representative of the Center in the court systems and community.

**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 social work.

**EXPERIENCE:**

**Clinical Social Worker 12**

Three years of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker, including one year equivalent to a Clinical Social Worker P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Working knowledge of psychopathology, psychiatric disorders, and various psychotherapeutic modalities.
- Familiarity with mental health and legal system.

- Knowledge of legal and administrative rules governing operations of MDHHS and the Center for Forensic Psychiatry.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a license as a limited or full master's social worker in Michigan.

**Selective Position Requirement**

Certification as a Consulting Forensic Examiner by the Center for Forensic Psychiatry.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

N/A

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

EMILY WILLIAMS

5/18/2021

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*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

\_\_\_\_\_  
Date