State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. CLNSWKREB80R

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Hospital Administration
4. Civil Service Position Code Description Clinical Social Worker-E	**10. Division** Social Work
5. Working Title (What the agency calls the position) Chief Clinician/Certified Forensic Examiner	**11. Section**
6. Name and Position Code Description of Direct Supervisor SCHAEFER, KELLI S; STATE ADMINISTRATIVE MANAGER	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 8303 PLATT RD, SALINE, MI 48176 / Monday - Friday, 8:00am-4:30pm

14. General Summary of Function/Purpose of Position

This position serves as a member of the unit Treatment Team and is responsible for a caseload of assigned patients. Completes social work assessments and participates in formulation of patients' IPOS. Provides individual therapy and group psychotherapy to patients. Makes entries in the medical record and administrative record. Prepares reports used for internal operations and submission to courts of law. Provides educational services to patients and families and offer family therapy to patients' families and significant others. Participates in discharge planning for patients. As a Certified Forensic Examiner, conducts forensic evaluations, prepares reports for submission to criminal courts, and offers testimony as an "Expert Witness" in legal proceedings.

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: 85**

As a Chief Clinician: The duties include managing a caseload of assigned patients; providing individual, group, and family therapy; overseeing the development of treatment and discharge plans for those patients and implementing those plans as indicated; making entries in the medical and administrative charts, preparing reports required for internal operations, scheduling and arranging Person-Centered Planning meetings as required; conducting forensic evaluations , preparing reports for the courts as required, and providing testimony as required.

Individual tasks related to the duty:

Related duties include:

1) Manage a caseload of patients.

2) Oversee and assist in the development of Individualized Plans of Service and discharge planning for assigned patients.

3) Oversee the implementation of treatment and discharge plans for assigned patients.

4) Arrange, oversee, and participate in Person-Centered Planning meetings for assigned patients.

5) Conduct individual psychotherapy sessions with assigned patients.

6) Conduct group therapy and psycho-educational groups with assigned patients and other clinicians as indicated, including participation in the PSR program.

7) Conduct family therapy sessions with assigned patients and their families and significant others.

8) Participate in other therapeutic and recreational group activities on assigned unit.

9) Make incidental contacts with patients on unit and other patient care areas.

10) Participate in individual and group sessions related to restoration of competency with IST patients (related to Duty #2).

11) Participate in required in-service training programs.

12) Assist in the training of other staff, as indicated.

13) Participate in research projects, as indicated.

14) Complete all required charting, including biopsychosocial assessments, admission notes, transfer notes, discharge summaries, administrative reports, reports to courts, petitions for probate court proceedings, IPOS entries and monitoring, transfer requests, discharge planning notes, and other documents and reports as required.

15) Participate in all pertinent and required meetings, Treatment Team meetings, Social Work Department meetings, committee meetings as assigned, and general staff meetings.

Duty 2

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.

Individual tasks related to the duty:

Related duties include:

1) Independently evaluates criminal defendants for competency to stand trial and related competency issues as requested by the courts.

2) Reviews relevant legal documents; police reports; and psychiatric, medical, hospital, and related records in conjunction with completing competency

evaluations.

3) Contacts family members and other interested parties as necessary to obtain collateral information relevant to completing competency evaluations.

4) Conducts clinical interviews with defendants.

5) As required, consults with criminal courts, attorneys, and law enforcement personnel.

6) Provides therapeutic and didactic services to inpatients that have been adjudicated incompetent to stand trial.

7) Conducts evaluations as necessary to observe and determine progress toward restoration of competency.

8) Prepares and submits periodic progress reports to courts of law on a patient's progress, or lack thereof, toward restoration of competency.

9) Upon restoration of a patient to competency, conducts competency evaluations and prepares and submits reports to referring courts recommending such patients as competent.

10) Provides testimony as an "Expert Witness" in criminal courts on the issue of competency to stand trial and related matters when required.

11) Participates in the orientation and training of social work staff who are seeking certification as Certified Forensic Examiners.

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

1. Clinical decisions regarding initial and ongoing assessment and treatment of assigned patients which can effect treatment outcomes and impact on the patient's condition and need for treatment in the future.

2. 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.

3. 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.

1. Selected reports that require the supervisor's review and co-signature in order to satisfy administrative or legal requirements.

2. Selected requests for funds and/or supplies that require the supervisor's approval.

3. When a second opinion is needed in interpreting or clarifying agency policy, Michigan Mental Health code, MDHHS Administrative Rules, Joint Commission/CMS standards, 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.

1. Physical Activities: Standing, sitting, climbing stairs, opening doors, talking, reading, using telephone, using computer (daily); driving, lifting and transporting light loads (occasionally).

2. 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.

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.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
		N	

N	Approve leave requests.		Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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, hospitalization, and competency-related opinions.
- 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, and Joint Commission/CMS 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.

New position.

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 MDHHS 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 9
No specific type or amount is required.

Clinical Social Worker 10
One year of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker 9.

Clinical Social Worker P11
Two 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 10.

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

- Additionally, as listed on the Civil Service Job Specification.

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.

Credentialed as a Certified Forensic Examiner by the Center for Forensic Psychiatry within one year of hire date.

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	4/22/2021
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**