

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description CLINICAL SOCIAL WORKER-E	10. Division
5. Working Title (What the agency calls the position) Clinical Social Worker	11. Section
6. Name and Position Code Description of Direct Supervisor MITCHELL, JODI L; CLINICAL SOCIAL WORK MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor LASKOWSKI, ROSE A; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd. Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.
14. General Summary of Function/Purpose of Position To provide professional social work services for individuals in the hospital's inpatient psychiatric or developmental disabilities programs, including acting as a Treatment Coordinator; writing, in collaboration with the team psychiatrist, NGRI and IST Reports, as required; providing individual and group therapy; function as Psychosocial Rehabilitation Program (PSR) group leader; completing psychosocial assessments, progress notes, and discharge planning documentation; and providing discharge planning services to individuals, their families, and referring CMH agencies.	

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: 17**

Provide Social Casework and counseling to individuals and groups within the assigned Program.

Individual tasks related to the duty:

- Meet patient within 72 hours of transfer to the Unit/Cottage.
- Follow social work standards in meeting weekly/monthly with patient thereafter for counseling and other social work or TC interventions and services.
- Provide psychoeducational group work services as assigned.
- Arrange for Leaves of Absence following hospital protocol.
- Develop discharge plans, coordinating efforts with CMH representative/aftercare service provider, treatment team, guardian and/or interested family members.
- Document outcomes according to standards.

Duty 2

General Summary: **Percentage: 12**

Interview patients; complete and file petitions for hospitalization/continuing treatment, or for a guardianship; write, process, and file IST and NGRI Reports.

Individual tasks related to the duty:

- Review chart; coordinate efforts with team members, including Team Leader (Psychiatrist); meet with patient; provide information regarding petition and court hearing process; complete and file petition; testify in Probate Court.
- Educate patients as to status and expectations for return to community; for IST and NGRI Reports, confer with team psychiatrist; write report with his/her clinical collaboration, using prescribed format; process report within hospital and to designated resources.
- Develop discharge plans in partnership with NGRI Committee and designated CMH agency, using any applicable contract forms; document contacts with NGRI Committee, CMH agency, and legal authorities.

Duty 3

General Summary: **Percentage: 15**

Complete Psychosocial Assessments and updates in a timely manner. Complete weekly and monthly Social Work Progress Notes; complete social work discharge planning reports/progress notes as required by standards.

Individual tasks related to the duty:

- Interview patient, family and/or knowledgeable referral sources; review available records and complete required forms; share information with team members.
- Maintain frequent contacts with patients, treatment team members, family, CMH and community placement agencies.
- Complete Social Work Progress Notes for assigned patients on a weekly (for 1st 8 weeks) and monthly (after 1st 8 weeks) basis, or as required by standards.

- Complete pre-discharge planning reports, progress notes, and discharge forms as required by hospital.

Duty 4

General Summary:

Percentage: 40

Serve as group leader in the hospital's Psychosocial Rehabilitation Program (PSR), a maximum of three hours per day, five days per week.

Individual tasks related to the duty:

- Preparation and planning for daily group topics and activities.
- Provide psychoeducational services/group instruction to patients on varying topics and activities.
- Assess each patient's participation and performance toward goal achievement on a daily basis.
- Document daily and weekly on each patient's progress toward meeting established goals.

Duty 5

General Summary:

Percentage: 12

Serve as Treatment Coordinator for assigned patients

Individual tasks related to the duty:

- Prepares the patient, and document the activities, for treatment team meetings and assists in scheduling meetings for the patient.
- Insures the documentation of the patient's Individual Person Centered Plan of Service (PCPOS) and required team reviews.
- Using written documentation from other team members, coordinates the development of the written PCPOS and team reviews.
- Insure that the PCPOS, reviews and revisions are transmitted for typing in a timely manner.

Duty 6

General Summary:

Percentage: 4

Develop and maintain positive family and interagency relationships and cooperative efforts in behalf of patients, and complete other duties as assigned and as consistent with Civil Service class and level.

Individual tasks related to the duty:

- Provide casework services and education about mental illness, developmental disabilities to family, relatives, and significant others to the degree that it will enhance the patient's recovery.
- Develop and maintain linkage with CMH liaisons or assigned case manager.
- Document these interventions in the clinical record.
- Maintain communication with team leader and supervisor on problem areas.
- Provide supervision to BSW and/or MSW social work students.
- Provide coverage for peers who are on annual or sick leave.
- Participate in Social Work Department peer review quality improvement process.

- Attend appropriate inservice trainings as scheduled.

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

Confidentiality and advocacy issues: This results in increased attention to patients needs and rights by staff, significant others and CMH agencies. The most appropriate interventions for obtaining necessary aftercare services: The patient's success in remaining in a community setting is affected by these decisions. Evaluating the patient's support network: This results in determining who can best assist in returning the patient to optimal functioning in the community.

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

Adjusting one's work schedule beyond the normal 8:00 AM to 4:30 PM schedule. Business travel off grounds during the work day. Difficulties in completing discharge plans according to hospital standards. Authorization to send out IST or NGR1 reports. Accepting a social work student for field placement.

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.

Standing, sitting, walking, typing, assist direct care staff with restraint of a patient if needed.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Updated Position Description 3/20

23. What are the essential functions of this position?

Provision of self-directed casework, counseling, and group work services to assigned patients. Provision of self-directed discharge planning services to assigned patients. Maintaining agency and social work documentation standards. Provision of services as a Treatment Coordinator. Provision of casework and education regarding mental illness to interested relatives and/or significant others. Maintaining positive and effective relationships with CMH agency representatives. Utilization of computers. Completion of forensic reports.

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

Patient population change to include individuals with developmental disabilities.

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

To provide appropriate inpatient services to individuals admitted pursuant to provisions in the Michigan Mental Health Code. The function of this position is to represent the social work profession as an integral member of the Interdisciplinary Team, charged with the responsibility for assuring proper care and treatment.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Master's Degree in Social Work

EXPERIENCE:

9 - No specific amount required

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

11 - Two years of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker in state service, including one year equivalent to an intermediate level Clinical Social Worker.

KNOWLEDGE, SKILLS, AND ABILITIES:

In depth knowledge of mental illness, developmental disabilities and of treatment modalities is expected. Knowledge of forensic mental health issues, security related matters, and channels of communication. Skills and ability to relate in a therapeutic manner to patients, and in a professional manner to co-workers and employees from other agencies. Legible handwriting and writing skills commensurate with one's level of education is expected. Ability to utilize a computer in completing daily work. Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of the Mental Health Code. Knowledge of infection control.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

State of Michigan Master Social Worker License.

This is a Test Designated position under Civil Service Rules:

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.

Updating position description

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

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