

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

<b>Position Code</b>
1. CLWKMGR2A20N

## 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> MDHHS-WALTER P.REUTHER PSY HS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Hospitals and Centers
<b>4. Civil Service Position Code Description</b> CLINICAL SOCIAL WORK MGR-2	<b>10. Division</b> WRPH-Adults
<b>5. Working Title (What the agency calls the position)</b> Program Manager	<b>11. Section</b> Clinical Affairs
<b>6. Name and Position Code Description of Direct Supervisor</b> WINN, AMANDA L; CLINICAL SOCIAL WORK MGR-4	<b>12. Unit</b> Social Work Department
<b>7. Name and Position Code Description of Second Level Supervisor</b> BANDLA, HANUMAIAH; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd Westland MI 48186 / M-F 8:00 am - 4:30 pm

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

The employee functions as a first-line professional manager of professional positions in a standard work area. This position functions within WRPH as the Clinical Social Work Manager, who oversees programs within the department. The position is responsible for assisting in the management, direction, development, and evaluation of all aspects of the Social Work Department. Responsibilities include oversight of programs such as the Substance Use Disorder Advisory Board, the Centralized Activity Program (CAP), the internship program, and staff training.

This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to regular contact with hospital patients.

**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: 40**

Assist in managing, directing and supervising Clinical Social Workers.

**Individual tasks related to the duty:**

Establish standards, policies and procedures to ensure maximum services are provided to the patients.

Assign, coordinate and delegate tasks to subordinate employees.

Ensure documentation standards are met.

Ensure compliance with JC and CMS standards and other regulatory agencies.

Ensure all MDHHS and agency policies, procedures and regulations are being followed by Clinical Social Workers.

Evaluate employee performance through the review of completed work assignments and chart audits.

Assist with training of new employees and ongoing in-services for current employees.

Provide coverage for the Social Work Department in the absence of the Director of Social Work

**Duty 2**

**General Summary:**

**Percentage: 20**

Oversee and monitor Centralized Activity Program/Group Therapy.

**Individual tasks related to the duty:**

Collaborate with Activity Therapy and other departments to develop a CAP schedule for each cycle.

Assign staff to groups and provide daily coverage assignments as needed.

Ensure all group curriculum are current and evidence-based.

Conduct audits of group progress notes to ensure compliance with Joint Commission (JC) and Centers for Medicare & Medicaid Services (CMS) standards.

**Duty 3**

**General Summary:**

**Percentage: 20**

Serve as a member of the Substance Use Disorder Advisory Group.

**Individual tasks related to the duty:**

Attend all SUD Advisory Group meetings.

Ensure Adult Needs and Strength Assessments (ANSA) are being completed with the timeframe.

Ensure the accuracy and reliability of the ANSA Assessments completed.

Compile reports of ANSA Assessments completed for the SUD Advisory Group.

Ensure the SHA Guidelines for Providing Integrated Substance Use Disorder and Serious Mental Illness Treatment in State Hospitals are being followed.

Liaison with AA volunteers in the community that facilitate AA meetings for patients.

**Duty 4**

**General Summary:**

**Percentage: 10**

Training and onboarding of new staff.

**Individual tasks related to the duty:**

Develop and maintain onboarding materials

Coordinate onboarding schedules

Monitor staff progress and training as needed

Conduct orientation sessions

**Duty 5**

**General Summary:**

**Percentage:** 5

Oversee Intern program

**Individual tasks related to the duty:**

Coordinate recruitment process

Facilitate orientation sessions

Ensure all paperwork is in compliance

Provide ongoing coaching and supervision

Obtain trainings/certificates as a field instructor

**Duty 6**

**General Summary:**

**Percentage:** 5

Additional duties as assigned.

**Individual tasks related to the duty:**

Attend monthly Social Work Meetings and In-Services.

Attend appointed Committee Meetings.

Oversee Internship Program with the Social Work Department.

Participate in workshops, trainings and conferences.

Coordinate trainings opportunities for staff.

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

Coordinate and delegate assignments while prioritizing tasks. Provide conflict resolution and crisis intervention when needed. Delegate daily coverage of assignments if needed. These decisions affect the Social Work Department and can directly affect the patient.

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

Complex and unusual issues that may arise. Concerns that would impact the overall operations of the Social Work Department or Hospital.

**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.**

Potential exposure to aggressive/assaultive patients. Potential exposure to infectious diseases.

**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>
JOHNSON, MARWAY S	CLINICAL SOCIAL WORKER-A 12	THOMAS, JEFFREY W	CLINICAL SOCIAL WORKER-E P11
VACANT	CLINICAL SOCIAL WORKER-E	VACANT	CLIENT RESIDENT AFFAIRS REP-E
MASON, KAI N	MENTAL HEALTH SOCIAL WORKER-E P11		

**Additional Subordinates**

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

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

Yes

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

Provide supervision to Clinical Social Workers.

Oversee CAP/group therapy.

Serve as a member of the SUD Advisory group and monitor ANSA Assessments.

Onboarding and training new employees.

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

Additional responsibilities were added as it relates to overseeing CAP/group therapy and NGRI related tasks were taken out.

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

The hospital provides inpatient psychiatric services. The Social Work Department is responsible for coordination of the discharge process. WRPH is a supervising hospital for NGRI patients in the 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 Work Manager 13**

Four years of professional experience equivalent to a Clinical Social Worker, including two years equivalent to a Clinical Social Worker P11 or one year equivalent to a Clinical Social Worker 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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.

**Knowledge of CMS**

Knowledge of JC as it relates to Social Work.

Knowledge of Mental Health Code and Administrative Rules as it relates to Social Work.

Knowledge of civil service rules and union contract as it applies to the discipline of Social Work.

Sound written and verbal communication skills.

Demonstrated ability and experience managing multiple tasks and responsibilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registration as a Social Worker by the Michigan Board of Examiners of Social Workers is required.

*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.***

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Supervisor

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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.***

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FELISHIA WILLIAMS

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12/26/2025

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Appointing Authority

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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.***

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Employee

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Date