

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

<b>Position Code</b>
1. CLNSWKREB69R

## 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> Bureau of Hospitals and Centers
<b>4. Civil Service Position Code Description</b> CLINICAL SOCIAL WORKER - E	<b>10. Division</b> Walter P. Reuther Psychiatric Hospital
<b>5. Working Title (What the agency calls the position)</b> Clinical Social Worker - E	<b>11. Section</b> Clinical Affairs
<b>6. Name and Position Code Description of Direct Supervisor</b> ; CLINICAL SOCIAL WORKER MANAGER	<b>12. Unit</b> Social Work Department
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd., Westland, MI. / 40 hours per week (varies)

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

The incumbent provides a variety of professional clinical social work services involving case management, therapeutic interventions and discharge planning for patients at the Walter P. Reuther Psychiatric Hospital.

This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to the incumbent's job responsibilities that include 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: 35**

Develop and plan social work services for assigned patients.

**Individual tasks related to the duty:**

- Interview patients, family members and others to develop his/her psychosocial assessment.
- Develops social work services plans for assigned patients.
- As a member of the Interdisciplinary Treatment Team, assist in formulating a plan of service for each assigned patient that is guided by the person-centered planning process.
- In carrying out social work section of treatment plan, formulate plans to resolve problem/needs identified in area of expertise, and evaluate progress toward treatment goals.
- Evaluate effectiveness of social work service plan; make revisions in plans as necessary.
- Integrates, coordinates, monitors and assures implementation of each patient's individual plan of service.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide treatment interventions for patients and their families.

**Individual tasks related to the duty:**

- Provides individual supportive counseling/therapy and group work treatment for patients and their families.
- Carries out interventions in accordance with plan of service and modifies plans as necessary to further therapeutic goals.
- Educates relatives, interested persons and community agencies to the social aspects of mental illness.
- Counsels therapists, relatives and interested parties in matters relating to patient's welfare.
- Provides education to patients. Relatives and guardians regarding aftercare needs and resources to maintain health and prevent re-hospitalization.
- Provides psychosocial rehabilitation groups (PSR) as part of the PSR program on each unit and assigned in the Individual Plan of Services.

**Duty 3**

**General Summary:**

**Percentage: 15**

Discharge placement.

**Individual tasks related to the duty:**

- Maintains cooperative working relationships with CMH liaisons and agencies to facilitate placement of patients and independent living arrangements.
- Functions as a liaison to CMH staff to ensure continuity of care between the hospital and community agencies and awareness of treatment and aftercare plans.
- Coordinates the completion of Comprehensive Pre-Release plans and discusses patient's needs with community representatives.
- Assists patients in the discharge and placement process by attempting to reduce resistance by patient and/or family through supportive counseling.

- Coordinates pre-placement visits with the CMH liaison when clinically appropriate.
- Oversees the discharge/release process until the departure of the patient.

#### Duty 4

General Summary:

Percentage: 15

Documentation

Individual tasks related to the duty:

- Annotates services, activities and interventions in patient charts.
- Completes Progress Notes which reflect accurate progress of patient response to interventions provided by the social worker.
- Completes Annual Assessments.
- Completes all required documentation by community mental health necessary for discharge/placement continuity of services.
- Completes monthly summaries for the Team that provides a synopsis of the service plan review.
- Completes required documentation for all NGRI patients according to standard operating procedures and Social Work Department procedures.

#### Duty 5

General Summary:

Percentage: 10

Other assigned duties

Individual tasks related to the duty:

- Completes petitions for probate hearings.
- Completes documentation for guardianship hearings; may include completing petitions and court testimony.

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

Decisions within area of clinical expertise. The well-being of both parties and their families are affected by these decisions.

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

Interpretation of policies which may establish a precedent. Patient, family, or team decisions that represent potential problems (risk) to hospitalizations, community or consumers.

**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.**

Due to patient population environment can be hostile, threatening, assaultive and physical intervention may be necessary. Can be exposed to various 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.**

Additional Subordinates

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

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

Yes

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

Duty 1: Assessment of the patient's psychosocial needs.

Duty 2: Develop and initiate social work service plans.

Duty 3: Perform individual and group work services.

Duty 4: Family/guardian/community liaison for the Treatment Team.

Duty 5: Discharge/placement planning.

Duty 6: Provides patient and family education.

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

Updating this position description in order to get an active PD on file. This position code was created due to SIGMA coding issues and no PD is on file.

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

The Social Work Department provides professional clinical social work services for the patients at Walter P. Reuther Psychiatric Hospital. This position performs social work services and placement/discharge planning.

**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:**

Knowledge of the basic sciences underlying social work, such as psychology, sociology, and economics.

Knowledge of the principles, procedures, techniques, trends, and literature of clinical social work.

Knowledge of the scope and activities of local and private health and welfare agencies and community organizations.

Knowledge of current trends in mental hygiene, public health and public welfare, and federal and state programs in these fields.

Knowledge of mental health education and in-service training techniques.

Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

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

Prefer a valid State of Michigan driver's license

*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.***

---

FELISHIA WILLIAMS

---

9/22/25

---

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