

**State of Michigan
Civil Service Commission**

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

Position Code

1. CLNSWKRE

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-INSTITUTIONS
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Bureau of Juvenile Justice
4. Civil Service Position Code Description Clinical Social Worker-E	10. Division Juvenile Justice Programs
5. Working Title (What the agency calls the position) Clinical Social Worker - E	11. Section Michigan Youth Treatment Center (MYTC)
6. Name and Position Code Description of Direct Supervisor VACANT; CLINICAL SOCIAL WORK MGR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; SOCIAL SERVICES DIVISION ADMIN	13. Work Location (City and Address)/Hours of Work 400 N. Rose Street, Mt. Clemens, MI. / 8-5

14. General Summary of Function/Purpose of Position

The Clinical Social worker functions as a member of a multi-disciplinary treatment team providing a range of professional treatment services to youth within the Residential Facility. They are responsible for all aspects of the mental health evaluation, referral to the appropriate mental health level of care and treatment of the youth, monitoring their progress and ensuring continuity of care is not jeopardized. The Clinical Social Worker provides a full range of psychosocial assessments and evaluations, interventions, consultations with all youth entering the facility. They assist with placement and obtaining services when the youth return to placement within the community.

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: 50

Provides mental health treatment to youth at the residential treatment facility, within the Department of Health and Human Service and under the direction of the Director.

Individual tasks related to the duty:

- Evaluates referrals for treatment and service utilizing case history, current functioning level, custody reports, observed behavior, standard diagnostic criteria, risk evaluations, and crisis and suicide interventions.
- Delivers group therapy to youth including psycho educational, psychosocial skills development, dialectical behavioral type therapy, utilizing supportive and other directive techniques, educational and cognitive-behavioral techniques.
- Provides case management coordinating all treatment provided to youth ensuring that the treatment delivered assists in meeting the youth's goals and objectives.
- Provides Sex Offender Therapy.
- Provides EMDR therapy and trauma focused therapies.
- Provides a limited amount of individual therapy as stated in the treatment plan.
- Completes Needs Assessments for youth Re-Entry and assists with placement upon the youth's release from treatment.
- Evaluates youth's behavior and need for a change in level of care. Refers to a higher or lower level of care as needed.
- Documents as required by Michigan Department of Health and Human Services.
- Demonstrates abilities in psychosocial assessment, treatment planning, individual and group therapy, crisis intervention and co-morbid substance abuse as part of the clinical supervision.

Duty 2

General Summary:

Percentage: 50

Functions as a member on MYTC Treatment Team.

Individual tasks related to the duty:

- Writes Treatment Plans/Reviews at least every 6 months with treatment needs, goals, objectives, interventions.
- Evaluates youth and writes assessments/evaluations including, but not limited to those for suicide, misconduct responsibility, and admissions, utilizing information provided by the case history, medical record, testing, youth interviews, observations and reported history.
- Provides crisis intervention and emergent suicide interventions and evaluation.
- Attends regularly scheduled treatment team meetings and actively participates as a cooperative treatment team member in diagnosing problems, planning and implementing treatment and other team decisions.
- Confers and consults with other professional staff members as necessary.
- Works cooperatively with residential staff to ensure client continuity of care.
- Provides on call weekend and holidays for urgent and emergent referrals.
- Evaluates, identifies and refers for other services needed, i.e. medical, educational, vocational, recreational.
- Assists with achieving various program accreditations as assigned.
- Documents timely as required by Michigan Department of Health and Human Services.
- Completes required MDHHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MDHHS Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol-free condition at work as required by policy and provides necessary test samples when required.
- Maintains credentials and competency in the clinical areas for which s/he is certified/licensed.
- Follows all policies, procedures, protocols and guidelines as well as professional standards of practice.
- Maintains acceptable time and attendance.

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

This position writes assessments and evaluations and determines youths' needs, goals, and necessary interventions. The decisions of a patient's need for hospitalization due to suicidal behavior, need for placement in special safety settings due to mental illness or self-injurious acts.

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

Responses to grievances, statistical data, and for consultation in unique matters where policy, procedure, or past practice do not provide sufficient direction.

Case management / mental health treatment of youth on site.

Case Service Plans / Treatment Plans / Clinical Notes.

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.

Requires walking through residential area. Hazardous include working in a treatment facility with adjudicated youth, some who are who are mentally ill, evaluating youth in agitated states with potential for assaultive and abusive behavior, and in an environment of restrictions, at times, excessive noise, and occasionally a lack of adequate heating and cooling mechanisms. Employees may be on-call.

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?

Yes - new position

23. What are the essential functions of this position?

Providing clinical social worker treatment and services to youth in a residential facility.

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 MYTC is a Juvenile Justice facility with the Children's Services Agency – Juvenile Justice Programs.

This work area is the treatment team for a residential care institution for rehabilitation of youth with mental health concerns and who are adjudicated.

The team is responsible to develop goals and strategies for youth and their families so that the youth can resolve the issues that resulted in his/her admittance to the treatment program and can be safely returned to the community.

The team, then is responsible to implement these goals and strategies and to maintain a safe and secure atmosphere while doing so, and to recommend to courts the release of youth when appropriate.

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 equivalent to a Clinical Social Worker 9.

Clinical Social Worker P11

Two years of professional experience providing social casework and treatment services 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.

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.

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.

CANDACE EWING

4/10/2025

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