

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Juvenile Justice
4. Civil Service Position Code Description State Assistant Administrator	10. Division
5. Working Title (What the agency calls the position) Clinical Advisory Assistant Administrator	11. Section
6. Name and Position Code Description of Direct Supervisor HOUSE, ERIN; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CLICK, TIM; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Lansing, MI / 40 hours per week
14. General Summary of Function/Purpose of Position The Clinical Advisory Assistant Administrator functions as an administrative assistant to the Bureau Director for the Bureau of Juvenile Justice. This Assistant Administrator is a critical member of the Juvenile Justice Bureau, providing oversight on the structure, development, and implementation of assessment and treatment programs for youth residing at the MDHHS juvenile justice youth training center. This position advises the bureau director on the development and coordination of mental health assessments, admission activities, and provides consultation on appropriate individual program and treatment modalities. This position coordinates needed clinical consultation; and is responsible for supporting the Bureau Director across a range of activities, including researching various issues; representing the Bureau across the department in meetings and workgroups; collaborating on cross-department policies, projects, and other items;. The position will support the bureau director by coordinating special projects and various assignments. The position will assist in planning, organizing, and analyzing overall administration operations.	

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: 45

Serve as overall staff assistant to the Bureau Director.

Individual tasks related to the duty:

- Represent the Bureau Director in meetings and workgroups when needed.
- Coordinate special projects or other assignments and collaborate on cross-department projects and committees.
- Evaluate proposed programs and policies for facility and bureau.
- Make recommendations for facility program improvements.
- Coordinate trainings for facility staff as needed.
- Draft communications for Bureau as needed.
- Analyze information, conduct research and make recommendations for improvements.
- Facilitate workgroups/committees/advisories focused on improvement of mental and behavioral health services to children, youth and their families.

Duty 2

General Summary:

Percentage: 45

Provides consultation and advisement to the bureau director and facility leadership related to development, and implementation of treatment programs for youth residing at the MDHHS juvenile justice youth training center.

Individual tasks related to the duty:

- Analyze needs and make recommendations to bureau director and facility leadership regarding treatment modalities and programs.
- Make recommendations and support facilitation of appropriate staff training to improve outcomes.
- Coordinate completion of admission activities as needed and make recommendations regarding treatment planning.
- Provide advisement and consultation to clinical operations for facility to include permissions when appropriate for specific clinical and emergency interventions.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties to support the Bureau and/or department leadership as requested.

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

This position makes decisions around best practices for treatment programs and planning, clinical modalities, with support of system partners and bureau leadership. Establishes priorities among program needs and researches potential impacts.

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

Decisions requiring funding approval, law or policy revisions, or those politically sensitive in nature require supervisor review.

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.

Standard office environment. Travel is required. There is use of computer, web conference and non-standard software.

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

23. What are the essential functions of this position?

The essential functions of this position include provision of clinical consultation and advisement for bureau and facility leadership, and programs, coordination of appropriate referrals, service provision, consultation with identified professionals and support persons, administrative support to bureau director, and other duties as identified by bureau leadership.

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

New

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

The Juvenile Justice bureau is responsible for oversight of MDHHS juvenile justice programs and reform. The MYTC is a state operated juvenile justice treatment center operated by MDHHS Office of Juvenile Justice Programs.

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

EDUCATION:

Possession of a bachelor's degree in any major.

Preferred: Masters in Social Work, Psychology, Counseling, or other human services master's degree.

EXPERIENCE:

State Assistant Administrator 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

As per the Civil Service Job Specifications, along with:

Ability to coordinate and facilitate meetings with multiple system partners.

Ability to conduct mental health assessments and make recommendations on appropriate treatment modalities.

Ability to communicate effectively with others verbally and in writing.

Ability to identify, analyze and effectively communicate the impact of policy and programs for equitable outcomes.

Ability to apply a trauma-informed lens to assigned work.

Ability to integrate trauma-informed principles into assigned work.

Ability to integrate components of cultural competency and diversity, equity, and inclusion into assigned work.

Ability to research and make recommendations for enhancement of policies, programs and best practices. 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:

NA

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.

NA

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

Appointing Authority

7/10/2025

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