

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

CLINICAL SOCIAL WORKER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide casework and treatment services to residents of state facilities, group homes, and to state employees and their families.

There are four classifications in this job.

Position Code Title - Clinical Social Worker-E

Clinical Social Worker 9

This is the entry level. As a trainee, the employee carries out a range of professional clinical social work assignments while learning the methods of the work.

Clinical Social Worker 10

This is the intermediate level. The employee performs an expanding range of professional clinical social work assignments in a developing capacity

Clinical Social Worker P11

This is the experienced level. The employee performs a full range of professional clinical social work assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Clinical Social Worker-A

Clinical Social Worker 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Provides individual and/or group work treatment and social casework for residents/clients and their families.

Serves as a member of the treatment team, working with other disciplines in diagnosing problems, formulating treatment plans, and evaluating progress.

Provides necessary social work treatment in accordance with medical treatment plans and modifies these plans to further therapeutic goals.

Prepares socio-psychiatric case history information, psychosocial assessment, and social work treatment plans, for use in pre-admission screening and diagnosis.

Arranges for placement of residents in suitable homes; assists in their continuing adjustment in the community; evaluates their need for further care.

Interprets the social aspects of mental disturbances to relatives, interested persons, and community agencies.

Provides assistance to residents/clients and relatives in locating and taking advantage of any relevant community services available.

Counsels family care therapists, relatives, employers and others on matters relating to the resident's welfare.

Participates in mobilizing resources in the community, maintains cooperative working relationships with community agencies, schools, and courts.

Participates in workshops, meetings, and conferences and serves on committees.

Locates and approves employment opportunities for eligible residents.

Maintains records and prepares verbal and written reports and correspondence related to the work.

Assists in the in-service training of lower-level workers.

May provide field instruction for graduate-level social work students.

Performs related work as assigned.

Additional Job Duties

Clinical Social Worker 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Clinical Social Worker 12 (Senior Worker)

Performs on a regular basis professional clinical social worker assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: 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.

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 various areas of social work, including group work, community organization, consultation, education, and research.

Knowledge of the characteristics and social aspects of mental and emotional disturbances and developmental disability.

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.

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

Ability to establish and maintain the confidence and cooperation of others.

Ability to obtain accurate social data, to record such data systematically, and to write clear, accurate, and concise reports.

Ability to make independent clinical judgements.

Ability to evaluate resident treatment needs and to adapt an effective course of action.

Ability to place and supervise residents in family care and employment.

Ability to work with other disciplines as part of a treatment team.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Clinical Social Worker 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Working Conditions

Some jobs require travel.

Some jobs require direct contact with prisoners and/or patients.

Physical Requirements

None

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.

Clinical Social Worker 12

Three 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 P11.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

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

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CLNSOCWKR

Job Code Description

CLINICAL SOCIAL WORKER

Position Title

Clinical Social Worker-E

Clinical Social Worker-A

Clinical Social Worker-E

Clinical Social Worker-A

Position Code

CLNSWKRE

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CLNSWKRE

CLNSWKRA

Pay Schedule

NERE-325

NERE-326

W22-113

W22-114

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10/01/2025