**State of Michigan Civil Service Commission**

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

**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-KALAMAZOO PSYCHIATRIC HS

**3. Employee Identification Number**

**9. Bureau (Institution, Board, or Commission)**

**4. Civil Service Position Code Description**

Clinical Social Worker-E

**10. Division**

**5. Working Title (What the agency calls the position)**

**11. Section**

**6. Name and Position Code Description of Direct Supervisor**

WILLIAMS, LISA; CLINICAL SOCIAL WORK MGR-3

**12. Unit**

**7. Name and Position Code Description of Second Level Supervisor**

BETTISON, LANCE; SENIOR EXECUTIVE HOSPITAL DIRECTOR

**13. Work Location (City and Address)/Hours of Work**

1312 Oakland Drive, Kalamazoo MI 49008 / 8:00 AM - 4:30 PM

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

Gather social data, evaluating social problems and providing appropriate social work treatment with regard to assignments in the implementation of the treatment program. Enables optimal participation of significant others and use of community resources in the hospital treatment program. In conjunction with the patient, family/significant other, the Interdisciplinary Treatment Team, and Community Mental Health, community resources are identified to address the patient’s ongoing needs. This position shall maintain and demonstrate competency in identified areas to accomplish assigned duties and responsibilities. This position assures that age specific criteria is demonstrated and met, with assigned patients. This position, on a regular basis, provides mental direct health care services to persons in the care or custody of the state. This is a test-designated position and, as such, is subject to random and post-accident drug and alcohol testing.

**Position Code**

1. CLNSWKREB85R

**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: 30**

Provide both individual and/or group Social Work treatment, both on-unit and/or off-unit, to all assigned patients in accordance with the Individual Plan of Service (IPOS) and modify Plan, as required.

**Individual tasks related to the duty:**

* Provide individual and group treatment to patients independently or in collaboration with other psychosocial disciplines.
* Document response to treatment progress made in patient’s record.
* If on-unit group programming, share response and progress with other disciplines and reflect progress in the Individual Plan of Service (IPOS).
* Plan for group programming weekly, attempting to utilize strengths of patients and achieve movement toward identified goals in the Individual Plan of Service (IPOS).
* Review and integrate peer-reviewed literature for evidence-based practices and theories.

**Duty 2**

**General Summary: Percentage: 20**

Develop appropriate discharge plans to facilitate the return of patients to the community.

**Individual tasks related to the duty:**

* Assess readiness for release and services needed in the community in consultation with patient, other treating disciplines, family/significant others, and Community Mental Health liaisons.
* Identify and communicate community treatment needs with the patient and Community Mental Health liaisons.
* Prepare Patient Discharge Instructions and Treatment/Discharge Summary prior to discharge.
* Educate patient and any family/significant other on Patient Discharge Instructions, identified community resources, and aftercare agency appointments.

**Duty 3**

**General Summary: Percentage: 15**

Serve as a member of the treatment team, working with the patient and other disciplines in identifying treatment goals and objectives and evaluating progress toward the patient’s outcomes.

**Individual tasks related to the duty:**

* Attend Interdisciplinary Treatment Team Meetings.
* Assist assigned patient in identifying persons to attend Individual Plan of Service meetings and document same on IPOS Preplanning form.
* Contact persons identified by patient to attend IPOS Meetings.
* Serve as Implementer for patients, as assigned. Participate with the patient and other Inter- disciplinary Treatment Team Members in the development of the patient’s Individual Plan of Service (IPOS).
* Provide assessment, treatment, family and discharge information to other disciplines for inclusion in the Individual Plan of Service (IPOS).
* Serve as back-up Social Worker to other assigned Social Workers on the unit in their absence.

**Duty 4**

**General Summary: Percentage: 15**

Complete Social Work Assessment within 72 hours of admission, for use in diagnosis, treatment, and discharge decisions

**Individual tasks related to the duty:**

* Interview patient to obtain personal and family history.
* Interview family, friends, and interested significant others, either in person, telephone contact, or correspondence, to obtain information regarding patients functioning in the community.
* Interview Community Mental Health personnel to obtain treatment history.
* Obtain and review records from other treatment sources.
* Complete assessment within 72 hours.

**Duty 5**

**General Summary: Percentage: 5**

Interpret and communicate social aspects of a mental health diagnosis to significant others and community agencies.

**Individual tasks related to the duty:**

* Educate family/significant others on mental health diagnoses, treatment and resources available in the community via individual or telephone contacts, or correspondence.
* Maintain a cooperative working relationship with Community Mental Health Liaison by telephone contacts, email, or in person, to keep them apprised of the patient’s current level of functioning as it relates to discharge planning.

**Duty 6**

**General Summary: Percentage: 5**

Maintain records and prepare written reports, and correspondence related to Social Work treatment and services.

**Individual tasks related to the duty:**

* Complete Social Work Assessment and/or Annual Social Work Assessment, if applicable.
* Complete Service Notes.
* Complete Treatment Notes weekly, monthly, and/or as required.
* Document in Individual Plan of Service (IPOS) as scheduled.
* Complete correspondence with significant others, Community Mental Health, court, and other outside agencies as needed.
* Complete Patient Discharge Instructions and Treatment/Discharge Summary, as required

**Duty 7**

**General Summary: Percentage: 5**

Participate in department, hospital, and community-based in-service and educational programs.

**Individual tasks related to the duty:**

* Attend scheduled departmental meetings.
* Attend scheduled in-service presentations both in and out of the hospital regarding current trends in the delivery of mental health services and issues pertinent to patient population.
* Independently, or in groups, review and integrate peer reviewed literature into mental health practice.

**Duty 8**

**General Summary: Percentage: 5**

Supervision of Graduate Social Work Interns.

**Individual tasks related to the duty:**

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

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

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

N Complete and sign service ratings. N Assign work.

N Provide formal written counseling. N Approve work.

N Approve leave requests. N Review work.

N Approve time and attendance. N Provide guidance on work methods.

N Orally reprimand. N Train employees in the work.

**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**

1. **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.**
	* Medium distance walking on a daily basis.
	* Occasional exposure to cleaning chemicals.
	* Exposure to high-risk patients who may have infectious diseases, poor hygiene, history of self- harm, and assaultive behaviors.
2. **Describe the types of decisions that require the supervisor's review.**
	1. Communication to higher levels of supervision within Kalamazoo Psychiatric Hospital and to

outsideagencies.

* 1. Situations that have legal implications and complications.
	2. Situations which require clarification, or an unusual situation not covered by typical hospital policy.
1. **Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**
	1. Workload priority decisions that affect patient’s treatment and discharge plan.
	2. Daily schedules and appointments offered to patients’ families, Community Mental Health Representatives, and community treatment organizations (i.e. AFC homes, outpatient therapist,

etc.).

* 1. Type of treatment provided – affects patients and families.
	2. Content and quality of all written reports and documentation affects patients and reflects upon the hospital when outside agencies have access to my written work.
	3. Interactions with other disciplines and outside agencies affects decisions regarding patients and reflects upon Kalamazoo Psychiatric Hospital as an agency.
* May supervise Social Work Graduate Interns and participate in providing on-site instruction to assigned students regarding hospital functions, treatment programs, and Social Work methods and interventions.

**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:**

As described on the Civil Service job specification. In addition:

* Ability to work effectively with an adult and/or a geriatric/medical patient with a mental health diagnosis and developmental delays.

*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:**

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

The function of the work area is to provide interdisciplinary treatment milieu for emotionally distressed patients in a locked psychiatric hospital. The Social Worker participates by providing direct service to patients and their families/significant others, by developing the Social Work Assessment and participating with the patient and the Interdisciplinary Treatment Team in developing and implementing the Individual Plan of Service (IPOS). The Social Worker, in conjunction with inter-disciplinary Treatment Team Members, coordinates the patient’s discharge planning with Community Mental Health and contracted agencies. Additionally, they work in conjunction with the patient and Interdisciplinary Treatment Team to develop and implement the patient’s Individual Plan of Service (IPOS).

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

New eestablishment

* Provide professional Social Work services on a locked unit of patients with a mental health diagnosis.
* Provide educational services to patients, families, significant others, and guardians as it relates to the patient’s mental health condition.
* Primary, responsible professional who represents the Individual Plan of Service (IPOS) and patient regarding ongoing discharge planning with Community Mental Health & contracted agencies.
* Active certification in the hospital’s identified emergency medical response methods
* Able to implement the knowledge, skills, and abilities from the hospital’s identified emergency medical response methods
* Active certification in the hospital’s identified behavioral crisis response methods
* Able to implement the knowledge, skills, and abilities from the hospital’s identified behavioral crisis response methods
* Successfully pass hospital core orientation and position specific training skills assessment
* Successfully pass assigned trainings

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

***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**

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

JULIE KELLY 11/17/2021

**Appointing Authority Date**

**Indicate any exceptions or additions to the statements of employee or supervisors.**

N/A

***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**

**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.***