

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2

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-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Children's Coordinated of Health Policy and Supports
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of the Advocate for Children, Families, and Youth
5. Working Title (What the agency calls the position) Transitional Age Supports Specialist	11. Section Transitions of Care Program
6. Name and Position Code Description of Direct Supervisor GORBY, SARAH E; STATE PROGRAM MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor FARRELL, STACY L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing, MI 48933 / Monday – Friday, 8:00am – 5:00pm

14. General Summary of Function/Purpose of Position

This position serves as the Transitional Age Support Specialist of the Transitions of Care (TOC) Program section within the Office of the Advocate for Children, Families, and Youth. The specialist serves as an expert responsible for program development, strategic relationships, and manages referrals to the program specifically for the transitional age youth group ages 16+ years with highly specialized and complex needs. Transitions of youth who are 16+ years with highly specialized and varied needs are considered highly complex due to the complex array of both children and adult services and supports needed, multiple screening and assessment tools used to determine eligibility for services, licensing variances needed for placement of minors into adult foster care homes, complexities in funding sources for child and adult services, court involvement for guardianship of adults, and specialized support needed to develop supportive networks for these individuals.

The specialist develops and implements programmatic protocols, develops and implements strategic relationships and supportive networks that enhance and assist successful transitions, ensures appropriate adult supportive living settings and levels of care are identified, ensures successful transitions for transitional aged youth eligible for child and adult services are provided and addressed, and acts as an advocate for this population to experience the opportunity for success in the least restrictive setting possible.

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

Transitions of Care program development and strategic partnership.

Individual tasks related to the duty:

Develop and implement protocols to support older youth with transitions to community settings with appropriate services, including provisions for post-discharge monitoring for up to six months post transition of care.

- Research and determine best practices when developing protocols for supporting community transitions for older youth.
- Revise and update protocols on a minimum of an annual basis, using data analysis and trends, surveys, and outcome information. Coordinate with management and cross-bureau subject matter experts to ensure protocols are comprehensive and include information pertaining to resources.
- Utilize data and data analysis to make and recommend policy changes that will allow opportunities for greater success in communities.
- Work with residential treatment providers, inpatient hospital teams, Community Mental Health and PIHP providers, and the State Hospital Administration's pediatric and adult hospital teams to determine needed components for post-discharge monitoring.
- Set cadence for facilitating post-discharge monitoring meetings.
- Assemble teams and assess and identify appropriate resources, services, and supports.
- Prepare and present information on processes, protocols, and work area to internal and external partners and providers.

Develop and implement strategic partnerships with external service providers, internal systems experts, families, youth, and others to support transitional age population.

- Establish new support strategies to ensure successful transitions.
- Solicit input and feedback from partners, providers, families, and youth regarding needs and priorities.
- Represent section and division in community systems meetings, and make recommendations to improve resources, services, and supports for transition age population.
- Coordinate and maintain regular occurring meetings with internal systems partners and subject matter experts, and external providers, to assess population needs, resource needs, and outcomes.

Duty 2

General Summary:

Percentage: 45

Manage referrals for transition age youth 16+ years with highly specialized needs who are residing in state hospitals, shelters or residential treatment settings, to support timely and successful transitions to appropriate levels of care with a focus on community settings and have experience barriers to discharge and transition.

Individual tasks related to the duty:

- Receive and evaluate referrals for youth age 16+ who are residing in congregate care settings including residential programs and shelters, or in inpatient hospital settings including state hospital; who do not have a discharge plan or are experiencing barriers to community transition.
- Review and assess child and adult eligibility screening tools used to determine access to services, as well as service plans, evaluations, safety plans, and psychiatric information; to make recommendations for needed child and adult services and supports in appropriate level of care settings.
- Assess reasons for barriers to successful discharge to community settings and identify and implement strategies to remove barriers.
- Identify needed individuals for each youth to establish a robust team to engage in timely and effective discharge planning.
- Identify needed resources and services for assigned youth who are approaching adulthood and need transition from children to adult settings and services, and lead teams in establishing discharge plans that include needed resources and services.
- Provide guidance and resources to case managers and caregivers regarding court appointed guardians for adults, applications to the Social Security Administration for eligible financial support, etc.
- Identify action steps and assignments for teams to ensure comprehensive plans for discharge are successful and timely.
- Review action steps, follow up needed, and barriers, each week at minimum; hold team members accountable for assigned tasks, and adjust plans and strategies as necessary to ensure completion of needed work to allow for transition to community settings.
- Utilize established protocols to engage in discharge planning. Engage teams for assigned youth and facilitate meetings for the purposes of discharge planning meetings and activities.
- Possess and advanced knowledge of community-based specialty behavioral health services and programs, including community living settings for adults, i.e. adult foster care and other supported living arrangements.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Support the work and operations of the section.

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

- Review and response decisions including support and services needed, recommendations for needed evaluations, assessments, and screenings.
- Decisions pertaining to strategies to improve needed supports and timely transitions to community.

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

- Decisions relative to data sharing.
- Decision relative to the need for inpatient or state hospitalization.
- Decisions that impact other work areas or administrations.

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.

Standing, sitting, traveling to different work sites, actively working with providers, MDHHS staff, youth and families, as well as the ability to assist in a behavioral emergency.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Tasks associated with program development and referrals to the program specifically for the transitional age youth group ages 16+ years with highly specialized and complex needs are essential functions of this position.

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 Office of the Advocate for Children, Youth, and Families is responsible for the development and implementation of the Transitions of Care program; responsible for effecting and supporting transitions for children and youth to community settings with needed services and supports, including those who are in emergency departments, inpatient hospitals, congregate care settings. This includes addressing the specific needs of youth transitioning to adulthood, living settings, and services. The specialist serves as an expert responsible for program development and manages referrals to the program specifically for the transitional age youth group ages 16+ years with highly specialized and complex needs. The specialist develops and implements programmatic protocols, develops and implements strategic relationships and supportive networks that enhance and assist successful transitions, ensures appropriate adult supportive living settings and levels of care are identified, ensures successful transitions for transitional aged youth eligible for child and adult services are provided and addressed, and acts as an advocate for this population to experience the opportunity for success in the least restrictive setting possible.

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: Possession of a bachelor's degree in a human behavioral health sciences field.

EXPERIENCE:

Departmental Specialist 13 - 15

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

Preferred:

- Minimum of three years of experience with children, youth, and families.
- Minimum of two years of professional experience working with or within child welfare.
- Minimum of three years of experiences working within child serving systems and/or public health systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Knowledge of an array of clinical treatment approaches specific to children and youth and families.

Knowledge of the basic sciences underlying clinical treatment such as social work, psychology, sociology.

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

Working knowledge of psychopathology, psychiatric disorders, and various psychotherapeutic modalities.

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

Familiarity with mental health and social service systems in Michigan.

Knowledge of the child serving systems in Michigan.

Knowledge of the inpatient and emergency department pediatric behavioral health systems.

Knowledge of the methods of collecting, compiling, organizing, and analyzing data.

Knowledge of federal and state laws related to mental health and public behavioral health.

Knowledge of factors in the analysis of data to provide the basis for supporting findings, recommendations, and strategies

Ability to analyze and evaluate data.

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

Ability to prepare charts and other graphs to display the analysis of data.

Ability to organize and write planning reports.

Ability to interpret pertinent laws and regulations.

Ability to communicate effectively with others.

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

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:

None

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.

_____	1/22/2025
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