

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DPTLTCHE037R

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-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description Departmental Technician-E	10. Division WRPH
5. Working Title (What the agency calls the position) Departmental Technician 7-E9 Patient Affairs	11. Section Social Work
6. Name and Position Code Description of Direct Supervisor SALYER, LORI; CLINICAL SOCIAL WORK MGR-2	12. Unit Patient Affairs
7. Name and Position Code Description of Second Level Supervisor SALYER, LORI; CLINICAL SOCIAL WORK MGR-2	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / M-F 8:00 am - 4:30 pm

14. General Summary of Function/Purpose of Position

The employee is responsible for performing a variety of departmental technician responsibilities while maintaining compliance with the Mental Health Code, MDHHS Administrative Rules, and WRPH standard operating procedures. This position supports departmental programs, services and activities using independent judgement in making decisions based on above-mentioned policies and procedural guidelines. This position coordinates and oversees all admissions to the hospital including emergency admission and administrative transfers. This position processes information requests from SHA, Michigan Courts, prosecutor, defense attorney and law enforcement agencies. This position requires the individual to work independently in maintaining hospital wide resolution to problems. This position is responsible for coordinating, scheduling and overseeing forensic evaluations and a variety of court hearings as well as coordinating, facilitating and processing legal documentation involving clients in court proceedings.

This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to regular contact with hospital patients.

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

Maintains, updates, distributes and follows up with relevant reports, evaluations and legal documentation following policies, procedures and timeframe guidelines. Monitors, tracks and analyzes the legal status of all patients in the hospital.

Individual tasks related to the duty:

Responsible for generating weekly reports and schedules to coordinate hospital wide programming, including court hearings, and filing of legal documents, in a timely manner to ensure compliance with rules and regulations. Ensures the accuracy and timeliness of all reports prior to distribution.

Coordination and oversee hospital wide scheduling of forensic evaluations requesting by the prosecutor, defense attorney, Judge and CFP.

Prepares reports related to service demands and program needs. Identifies trends and proposes recommendations for program improvement.

Resolves work process problems relative to legal matters independently and timely; consults with supervisor when indicated.

Maintains list of reports that are regularly required and produces report in a timely and accurate manner. Distributes reports to all necessary parties keeping with relevant guidelines regarding protected health information.

Maintains records for retention in an organized system and disposes of outdated information in keeping with appropriate rules and regulations.

Prepares and distributes court documents for court proceedings and files legal documents with the court.

Assists patients in filing petitions with court for discharge and appeal.

Facilitates all court proceedings involving patients to ensure compliance with legal requirements.

Serves patients with court related documents (e.g., court forms completed by staff, hearing notices, court orders, citations, voluntary admission application and rights) with explanation and documentation.

Performs related work as assigned by supervisor.

Duty 2

General Summary:

Percentage: 40

Coordinate, oversee and monitor all database systems and admissions to the hospital. Enter data, track pertinent information, troubleshoot problems to ensure accurate and timely documentation. Provide follow up and decision making.

Individual tasks related to the duty:

Coordinate and oversee all admissions to the hospital including emergency admissions, state transfers, and NGRI returns while adhering to departmental and legal requirements.

Reviews court orders for accuracy and track information accurately into forensic database and EMR.

Processes information received from Center of Forensic Psychiatry (CFP), as well as various outside agencies (e.g., jails, courts, attorneys, hospitals, etc.) as required to fulfill legal and administrative mandates.

Responsible for entering and updating clinical and legal information in the appropriate database system(s) as necessary and in a timely and accurate manner ensuring appropriate program follow up.

Verifies factual information with court, state facilities, CMH agencies, etc. Coordinates legal documentation and files with the appropriate courts.

Responsible for generating weekly reports and schedules to coordinate hospital wide programming, including admissions. Ensures the accuracy and timeliness of all reports prior to distribution.

Monitors and reviews information entered in data systems to ensure accuracy and reliability and coordinate any necessary follow up. Provides oversight in maintaining hospital-wide data integrity and resolution of problems.

Provides the patient with the opportunity to appeal transfer from MDHHS facilities and objection to hospitalization.

Provides Central Nursing Office with admission materials for after-hours admissions.

Performs related work as assigned by supervisor.

Duty 3

General Summary:

Percentage: 10

Process information requests and work collaboratively with CFP, regional hospitals, Careflow Committee, SHA, courts, attorneys and law enforcement agencies to ensure forensic services are being timely and accurately executed.

Individual tasks related to the duty:

Provides support to CFP, SHA and Regional Hospital relative to appropriate information tracking, processing of forensic services, admissions and legal status of all patients.

Provides reports pertinent to patient evaluations, admissions, discharges, and filing of legal documents and court hearings.

Provide consultation and support regarding regulations and policies and procedures of MDHHS to staff, patients, relatives, and attorneys.

Liaison with court personnel regarding court orders, hearing dates, notifying courts of patient discharge/ expiration/ voluntary/ unauthorized leave status, etc.

Liaison with Forensic Services at CFP regarding legal status of patient upon admission and during hospitalization.

Provides reports pertinent to patient forensic evaluations, admissions, discharges, and filing of legal documents and court hearings.

Requests necessary information from CFP, regional hospitals and outside agencies as necessary to manage forensic services work processes.

Performs related work as assigned by supervisor.

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

Independent decisions can be made regarding day-to-day tasks as long as those decisions follow the guidelines of the Michigan Mental Health Code, SHA guidelines, WRPB SOPs and court procedures.

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

Patients referred for admission to the hospital whose legal status has not been confirmed, a court order is not active/accurate.

Implementation and clarification of new and revised hospital SOPs.

Legal matters that may impact a patient's legal status or may pose a legal or ethical issue for the hospital and to ensure hospitalization and treatment does not violate the Mental Health Code, Probate Court rules and procedures, or Recipient Rights.

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.

Walking-serving patients with various court documents on their assigned hospital units, documenting in patients and retrieving work from hospital staff.

Moving furniture-setting up the hospital court room weekly, on an as needed basis.

Due to patient population environment can be hostile, threatening, assaultive and physical intervention may be necessary.

Can be exposed to various infectious diseases.

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?

Accurately and timely process information regarding forensic patients, including data entry, monitoring, and updating of information related to court orders.

Follow up on information and correspondence received, including scheduling of evaluations, admissions and court hearings.

Timely and accurately comprise reports and provide necessary follow-up.

Ensure departmental and legal requirements for documentation.

Communicate and collaborate with courts, attorneys, law enforcement agencies and patients.

Respond to inquiries regarding functions, rules, regulations, policies and other Careflow data.

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 function of this position is to perform all duties as they relate to processing and tracking of information and oversight of functions pertaining to evaluations, admissions, transfers, court hearings and patient's legal status. This position provides consultation to patients, families, attorneys, law enforcement agencies and criminal and probate courts throughout the state. This position includes monitoring and providing services to ensure compliance with patient's rights governed by the Michigan Mental Health Code. This position is responsible for data tracking, compiling, reviewing and monitoring statistical and programmatic information.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of rules, regulations, policies as procedures of the Michigan Mental Health Code, MDHHS Administrative Rules and Probate Court process.

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

Knowledge of legal rights and matters of patients including civil commitments, IST and NGRI.

Proficiency in data management and organization, including requisite computer skills.

Ability to communicate effectively.

Ability to interpret and apply complex laws, rules, and regulations and discern appropriate course of action.

Ability to multi-task and prioritize.

Ability to independently problem-solve and propose solutions to improve service provision and maintain data integrity.

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.

None

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

FELISHIA WILLIAMS

2/19/2025

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