

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-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospitals & Behavioral Health Administrative Operations
4. Civil Service Position Code Description FORENSIC PSYCHOLOGIST-E	10. Division
5. Working Title (What the agency calls the position) Forensic Psychologist E (P11)	11. Section Forensic Psychology
6. Name and Position Code Description of Direct Supervisor MARQUIS, LISA M; FORENSIC PSYCHOLOGIST MGR-4 15	12. Unit Evaluation Unit and Treatment Services
7. Name and Position Code Description of Second Level Supervisor MOORE, TODD; SENIOR EXECUTIVE PSYCHIATRIST DIRECTOR 21	13. Work Location (City and Address)/Hours of Work 8303 Platt Rd; Saline, MI 48176 / Mon-Fri; 8:00 a.m. - 4:30 p.m.
14. General Summary of Function/Purpose of Position This is an entry level position to the Forensic Psychologist Class series. Its primary function is to obtain training and preparation for advancement to an independent level of professional functioning in the provision of psychological services that aid in the assessment, treatment, and management of patients of the Center for Forensic Psychiatry and that aid Michigan courts in adjudicating criminal forensic issues. The following must be successfully completed within a one-year period: 1) relevant training in forensic psychology, including State Of Michigan certification as a Consulting Forensic Psychologist; and 2) full licensure by the State Of Michigan to practice psychology or a passing grade on the Examination for Professional Practice that is mandatory for achieving full licensure. The service population is composed of individuals ranging from late childhood to late adulthood. Staff in this position will attain competencies in the assessment and treatment of various age groups.	

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

Treatment Team consultant

Individual tasks related to the duty:

- Become familiar with all patients on assigned inpatient unit.
- Participate in multidisciplinary treatment team meetings.
- Participate in the formulation of treatment plans.
- Provide group treatment to patients.
- Conduct assessments of inpatients to answer questions raised by the treatment team

Duty 2

General Summary:

Percentage: 40

Conduct court-ordered forensic evaluations.

Individual tasks related to the duty:

- Conduct interviews and interpret any psychological test results.
- Gather and review relevant collateral information.
- Consult with attorneys and other professionals, as necessary.
- Integrate information into written report that delineates reasoning and opinion on forensic issue in question.
- Complete other required documentation.
- Provide expert testimony when required.

Duty 3

General Summary:

Percentage: 30

Participate in training activities and satisfactorily complete training requirements.

Individual tasks related to the duty:

- Attend training lectures and complete assigned readings in order to demonstrate working knowledge of relevant professional and legal standards
- Prepare for supervision by having case material ready for discussion
- Observe the required number of forensic evaluations
- Conduct the required number of supervised forensic evaluations
- Observe expert testimony
- Successfully complete a mock trial as "expert witness"

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

This is essentially a training position. An individual in this position is closely supervised. Decisions are made conjointly with training supervisors until the individual has met all training requirements, and it has been determined that he or she is competent to practice independently.

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

- Determining psychological tests to use as a component of forensic assessment.
- Determining when there is adequate information to formulate an opinion on forensic issues.
- Rendering an opinion about forensic issues.
- Formulating diagnoses.
- Conducting group treatment.

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.

- Traveling extended distances to perform evaluations at satellite clinics and to provide court testimony (mildly intense, 10%).
- Sitting for extended periods of time (mildly intense, 30%).
- Documentation using digital recorder or computer (mildly intense, 20%).
- Working with severely mentally ill and dangerous individuals (very intense, 40%).
- Potential exposure to infectious agents.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| 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. |

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?

- Excellent verbal and written communication skills.
- Ability to work closely with the severely mentally ill population.
- Ability to provide well-reasoned forensic opinions to the Michigan Courts, which includes understanding of Michigan statutes and the Michigan mental Health Code.
- Strong clinical and diagnostic skills, including knowledge of psychological assessment.
- Ability to work both independently and as part of a multidisciplinary team.
- Ability to travel long distances for Court testimony and off-site assessment.
- Ability to operate PC and various other office equipment.
- Must be available to work a minimum of 8.0 hours/day

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

Updated box 26 to match job spec, KSAs to match job spec, and removed info under Certificates, Licenses and Registrations to match job spec.

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

The mission of the hospital is to provide quality forensic mental health services to individuals and the Michigan Court System. This position provides for initial training so that the individual may ultimately provide direct and indirect services to patients and to the courts. Patient services include treatment, assessment, diagnostic evaluations, treatment planning, and consultation with treatment teams. Service to the Michigan Court System is provided through court-ordered forensic evaluations.

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

EDUCATION:

Possession of a Ph.D. or Psy.D. from an accredited psychology program.

EXPERIENCE:

Forensic Psychologist 11

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Knowledge of principles and practices of clinical psychology.

- Knowledge of principles and practices of forensic psychology.
- Knowledge of Michigan Mental Health Code and Michigan statutes as these pertain to forensic practice;.
- Excellent assessment skills.
- Ability to treat and manage severely mentally ill individuals.
- Ability to manage adversarial and stressful situations as encountered in the provision of expert testimony.
- Excellent verbal skills.
- Excellent writing skills.

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.

EMILY WILLIAMS

8/19/2022

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