

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> Health and Human Services
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> Center for Forensic Psychiatry
<b>4. Civil Service Classification of Position</b> Forensic Security Assistant E (8-E10)	<b>10. Division</b> Nursing Services
<b>5. Working Title of Position (What the agency titles the position)</b> Forensic Security Assistant	<b>11. Section</b>  
<b>6. Name and Classification of Direct Supervisor</b> Forensic Security Supervisor 12	<b>12. Unit</b>  
<b>7. Name and Classification of Next Higher Level Supervisor</b> Registered Nurse Manager 13	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Rd. Saline, MI 48176 80 hours/pay period; shift/days off varies.

**14. General Summary of Function/Purpose of Position**  
This is a non-professional position performing direct nursing care duties, transportation, and security, at an adult mentally ill forensic facility. Employees are subject to the volatility of psychiatric, forensic patients in a therapeutic inpatient hospital setting. Employees must use some independent judgment in the performance of this work. Error in many areas could cause negative consequences. This work requires skill in working with mentally ill patients, employees and the general public. Requires physical agility in order to respond to a variety of patient care and security related functions. Oversees and participates with patients in therapeutic activities of daily living and diversional activities.

**For Civil Service Use Only**



Duty 3

**General Summary of Duty 3**

**% of Time 10**

Develop, supervise and participate with patients in therapeutic and recreational activities

**Individual tasks related to the duty.**

- Provide safety and security for treatment team staff on the inpatient units, programming areas including yards, on-site clinics and Main Street
- Develop and implement unit activities under the guidance of the unit supervisor
- Assists and participates in hospital-wide patient/programming activities, i.e., picnics, parties and functions sponsored by local colleges and universities
- Provides security, encourage and participate in recreational activities, i.e., yard, gym, etc.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Transports and maintains security of patients both inside and outside of the Forensic Center's perimeter.

**Individual tasks related to the duty.**

- Operate a State vehicle
- Maintain custody and supervise forensic patients undergoing treatment at off-site medical facilities
- Physical agility to utilize mechanical devices required for transporting maximum security patients
- Transport and supervise on/off ground patient leave of absences
- Escorts and monitors patient during authorized visits from family, legal staff, ministers and others as needed

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

An employee in this position makes decisions affecting the health, welfare, and environment of forensic patients as they function day-to-day. Error in judgment in these situations can result in a physical hazard for patients, visitors, staff, and/or the community.

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

Effecting seclusion and restraints; movement of patients from unit to unit and from a secure environment to a less secure environment.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical Activities: Running, stooping, kneeling, crouching, reaching, standing, sitting, twisting, writing, lifting, hearing, repetitive hand movement, carrying and pushing/pulling in excess of 100 pounds, physically managing combative patients, stair-climbing, bending and walking – **frequently**

Conditions/Hazards: physical attacks, mandatory overtime, odors, day and night-time foot patrols and driving, dim lighting conditions, stress, video display monitors, agitated visitors, guests, patients and staff, wet, cold, heat, excessive noise, inclement weather – **frequently** Radiation – **periodically** Potential biohazards, chemical and sharps injuries.

**There is a significant chance of incurring a disability or a life-threatening injury.**

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Provide formal written counseling.

Approve leave requests.

Approve time and attendance.

Orally reprimand.

Assign work.

Approve work.

Review work.

Provide guidance on work methods.

Train employees in the work.

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

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

This is an updated blanket position description.

23. What are the essential duties of this position?

Knowledge and ability to perform basic CPR ; knowledge of security procedures and techniques; knowledge and ability to perform direct care practices and procedures including standards of hygiene and infection control;; knowledge of department rules, regulations, policies and procedures; the ability to therapeutically interact with mental ill patients; ability to physical manage aggressive/combatative patients; ability to apply current methods in the development of treatment plants for patients; ability to learn and apply complex laws, rules, and regulations relative to work. Ability to operate a motor vehicle; ability to lift in excess of 100 pounds; ability to communicate effectively with patients, staff and visitors; ability to carry out oral and written instructions; ability to work with a culturally diverse work force; observe and document patient behavior and other work related matters; ability to implement intervention/diffusing techniques; the ability to read, write legibly and follow both written and oral instructions; Must physically able to bend, twist, sit, stand, reach, run, stop, kneel, crouch, lift, climb stairs, . Minimum work hours for this position are 40 hours a week. However, as this is a 24/7 facility, availability to work mandatory overtime is a requirement.

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

This position has a change in supervision from a Safety and Security chain of command to a Nursing chain of command. The job description reflects more emphasis on the direct care responsibilities of mentally ill forensic patients in this Joint Commission accredited and soon CMS certified hospital. The hospital will be providing more patient activities, working to diminish those patient behaviors which lead to emergency physical management.

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

The Center is a maximum-security hospital that provides diagnostic, evaluation, and treatment services to the chronic and acute, criminally insane. The Center maintains an inpatient census for which the employee is responsible for maintaining a safe and secure environment; ensure that communications, life safety and security systems are monitored and maintained and that the appropriate response is provided during an emergency. This position also ensures that access control throughout and into the hospital is authorized.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Completion of 21 semester (32 term) college credits including 15 semester (23 term) credits in one or a combination of the following: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, or recreational therapy.

**EXPERIENCE:**

FSA 8: No specific type or amount is required

FSA 9: One year of experience equivalent to a FSA 8

FSA E 10: Two years of Forensic Security Assistant experience including one year as a FSA 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and skills typically acquired through the completion of high school. Knowledgeable in the use of computers, a willingness to learn new technologies and public relations techniques. Must be able to work under stressful conditions. Must satisfactorily pass all In-Service classes required to function in this position. Must possess the ability to effectively utilize devices to communicate effectively and professionally in writing and orally, to hear, and have vision corrected to 20/20. Additionally, as listed on the Civil Service Job Specification.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. 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's Signature

\_\_\_\_\_

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_

Appointing Authority's Signature

\_\_\_\_\_

Date