

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

<b>Position Code</b> 1. MENHMGR2A13N
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-IONIA MAXIMUM FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Mental Health Services Mgr-2	<b>10. Division</b> Mental Health Services
<b>5. Working Title (What the agency calls the position)</b> Unit Chief	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Y51
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 1728 W BLUEWATER HWY; IONIA, MI 48846 / Correctional Facility / Monday - Friday /8-5 - hou
<b>14. General Summary of Function/Purpose of Position</b> Planning, management, supervision, coordination, and control of all mental health treatment located in correctional facilities within their area of control. Management functions include integration of mental health services in correctional facilities, working closely with Health Care and Correctional Facilities Administration to provide quality and flexible response to mental health needs of prisoners. Functions as a member of the Warden's Management Team and participates/advises on procedures and policy changes.	

**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: 40**

Supervise and direct activities of all mental health staff and the mental health services provided within their area of control

**Individual tasks related to the duty:**

- Work with Assistant Mental Health Director to hire, evaluate, and take corrective action with supervised staff.
- Provide clinical/programmatic, policy, protocol, and administrative direction to mental health staff.
- Provide ongoing clinical supervision for every direct service provider on treatment team. Maintain an individualized supervision plan for each direct service provider. Provide clinical staff with quarterly feedback on clinical activities. Highlight strengths and outline course of ongoing clinical supervision in areas that the employee needs to develop further.
- Coordinate mental health services with prisoner needs within the facility's organizational structure.
- Complete annual performance evaluations for subordinates timely utilizing the standardized format.
- Identify performance issues and rule violations; monitor time and attendance; take corrective action, as necessary.
- Chair monthly meetings with mental health staff and communicate information and direction to staff as needed. Ensure each clinician presents one case for the OPT monthly Case Consultation portion of the meetings and prisoner is present.
- Chair Interdisciplinary Treatment Team meetings. Ensure meetings are scheduled and held as required for all levels of care except outpatient treatment (OPT).
- Oversee, direct, provide, and monitor timely identification and treatment of mentally ill prisoners and prisoners who have the potential of self-harm or suicidal behaviors, assuring timely evaluations and referrals to the appropriate level of care, as necessary.
- Oversee and monitor delivery of group therapy, including Michigan Sex Abuse Prevention Program, Substance Use Treatment groups, as well as the assaultive offender group for the Residential Treatment Program (RTP), Adaptive Skills Residential Program (ASRP) and youthful offenders.
- Monitor the PA 252 hearing process for appropriateness. Assist with panel hearings as needed.

**Duty 2**

**General Summary:**

**Percentage: 35**

Direct and participate in assessment activities at the unit/treatment level. Supervise, coordinate, monitor, and participate in the implementation of planned, as well as spontaneous, therapeutic interventions.

**Individual tasks related to the duty:**

- Provide guidance in the development of individual treatment/service plans.
- Review literature, program materials and methods of treatment for use on the unit. Monitor implementation of treatment at the individual and program level.
- Monitor/Supervise staff's provision of direct treatment services within the scope of professional licensure in the areas of assessment, treatment planning, group therapy, individual psychotherapy, psychoeducation, co-morbid substance abuse/mental illness, crisis intervention, and case management.
- Ensure staff's completion and timeliness of all required paperwork and documentation in the Electronic Health Record (EHR) as required.
- Audit all daily and weekly Offender Management System (OMS)/Corrections Offender Management System (COMS) reports for adherence to policy and standards. Take action to correct deficiencies.

**Duty 3**

**General Summary:**

**Percentage: 10**

Ensure the quality of mental health services under their supervision.

**Individual tasks related to the duty:**

- Assist with maintaining accreditation of Mental Health Services' programming.
- Assist in identifying potential problems with the quality of mental health services in the continuum; alert Assistant Mental Health Director and assist in the provision of solutions to problem areas.
- Respond timely to Performance Improvement audits and Corrective Action Plans as required/requested.
- Report on Performance Improvement issues at monthly staff meetings. Encourage staff to contribute a plan of action to correct issues. Report results to Assistant Mental Health Director.
- Ensure mental health staff follows all policies, procedures, protocols, and guidelines as well as professional standards of practice.
- Work with Health Care for further integration between departments, and regional and local Performance Improvement Committees. Participate in local Performance Improvement meetings.
- Initiates Performance Improvement Projects based on the areas identified by the facility as areas needing improvement.
- Audit monthly/quarterly health records for the Monthly Report. Provide case managers with direction for correction/follow-up when errors are found as a result of audits.
- Investigate prisoner grievances and respond to grievances timely.

**Duty 4**

**General Summary:**

**Percentage: 5**

Assist in the development of a training strategy to ensure administrative and clinical competency of staff.

**Individual tasks related to the duty:**

- Assist the Assistant Mental Health Director in an ongoing assessment of training needs, coordinating training events to meet program needs, and serve on committees as identified.
- Ensure employees are oriented to all employment duties and responsibilities within 2 weeks of employment.
- Ensure staff complete required annual trainings.
- Assist in preparation and presentation of trainings in areas of expertise for Mental Health Services.
- Attend/complete annual required MDOC and MHS training.
- Maintain credentials and competency in the clinical areas in which the incumbent is currently licensed and privileged.
- Maintain compliance with stipulations for drug/alcohol testing

**Duty 5**

**General Summary:**

**Percentage: 5**

Work to improve coordination and integration of mental health programs in correctional facilities. Provide customer-oriented management service. Coordinate and integrate mental health treatment issues within the facility with administration, custody, and health care.

**Individual tasks related to the duty:**

- Meet and consult regularly with Wardens, Deputy Wardens, facility health unit managers, and other Department of Corrections (DOC) staff to resolve issues related to the timely and effective provision of mental health services to prisoners.
- Participate in the development of policy/procedures and strategies for Mental Health Services which impact the scope and focus of the mental health treatment delivered.
- Participate as a member of the Warden's Management Team.
- Collaborate with facility health unit managers and Assistant Health Administrators to integrate and coordinate services.
- Work closely with Resident Unit Managers to ensure the smooth operation and coordination of mental health programming with the service needs of the correctional facility/custody.
- Work with facility, agency and/or department administrators to improve policies and procedures within the facility.

**Duty 6**

**General Summary:**

**Percentage: 5**

Provide program and utilization information to the Assistant Mental Health Director to meet the requests of the Department of Corrections, auditors, and the mandates of court actions. Responsible for other duties as assigned by the Assistant Mental Health Director. This position requires collaboration with the office of Recipient Rights officer, monitoring Recipient Rights rules and regulations, and reporting/auditing complaints and allegations.

**Individual tasks related to the duty:**

- Complete and submit monthly reports to the Assistant Mental Health Director the first of each month.
- Responsible for other duties as assigned by the Assistant Mental Health Director, including but not limited to providing emergency evaluations and referrals, as necessary.
- Meet with Recipient Rights officer as needed.
- Monitor Recipient Rights allegations and complaints, noting trends and implementing changes as needed.

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

Provide solutions to issues/problems arising in the facility involving agreements with prison administration, wardens, and other key health care, custody, or administration. Provide direction to mental health program employees. Approve leave usage for subordinates. Develop local procedures to implement mental health services, consistent with statewide policy.

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

Increase of staff levels; exceeding set budgetary limits; ordering of large purchases; development of procedures which impact other areas within MHS, or require modification of policies, procedures, or protocols; increasing or decreasing specific program components; hire or discipline of subordinates.

**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.**

Requires significant walking to and from mental health offices within correctional facilities; may require some travel. Position located in a correctional facility, requiring employees to work in direct contact with prisoners/patients in a potentially hostile environment or adversarial situation.

**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):**

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

The Mental Health Services Manager supervises a multi-faceted mental health treatment system for prisoners, at all custody levels, in all types of programs within Mental Health Services.

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

Position is being reclassified/converted to the new classification Mental Health Services Manager. The essential duties of the position have not changed.

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

This position manages operations within various mental health treatment programs within the correctional mental health system. The position interacts closely with the inpatient program for mentally ill prisoners.

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 with a major in psychology, social work, or counseling; or a master's degree in nursing with a clinical nurse specialty in psychiatry.

**EXPERIENCE:**

**Mental Health Services Manager 13**

Four years of professional post-masters experience as a Psychologist, Clinical Social Worker, Corrections Qualified Mental Health Professional, Clinical Nurse Specialist, Nurse Practitioner, or other qualified mental health professional in the areas of mental illness or developmental disabilities including two years equivalent to the experienced level (P11) or one year equivalent to the advanced level (12) in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of current methods of assessment, referral, and treatment in mental illness.
- Knowledge of national standards of care for mentally ill, such as ACA and NCCHC
- Knowledge of national standards for health care in a correctional facility, including ACA.
- Knowledge of management techniques, budget monitoring.
- Knowledge operational approaches, guidelines, restrictions, and staff roles within a correctional setting.
- Knowledge of methods/procedures of performance improvement, CQI, and other procedures designed to monitor/improve program outcomes.
- Knowledge of electronic medical record systems and automated tracking systems.
- Skills in organizing, directing, and monitoring clinical activities.
- Skills in developing productive interpersonal/professional relationships with a wide variety of individuals within both corrections and mental health agencies.
- Ability to effectively conceptualize, implement, direct, and manage clinical activities in a complex correction's mental health program.
- Ability to set goals, establish priorities, and supervise the activities of clinicians in a variety of settings.
- Ability to effectively interact with correctional administrators, wardens, and other custodial, health care, and management staff in correctional facilities for the purpose of finding solutions to problems which impede the delivery of quality services to prisoners.
- Ability to utilize a complex automated data system to monitor regional activities, determine program needs, and implement CQI/PI projects when appropriate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a Michigan license in good standing to practice within the scope of the qualified mental health profession as a psychologist, social worker, counselor, or registered nurse.

*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.*

TINA CONRAN

12/20/2022

\_\_\_\_\_  
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