

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

Position Code 1. MGPGWKREA39R

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Economic Stability Administration
4. Civil Service Position Code Description MIGRANT PROGRAM WORKER-E	10. Division Farmworker Outreach Services
5. Working Title (What the agency calls the position) Migrant Program Worker	11. Section
6. Name and Position Code Description of Direct Supervisor VAZQUEZ, EDNA L; FAMILY INDEPENDENCE MGR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor DESANTIAGO, DEANNA; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position

Ensure that seasonal farmworkers and their families receive the correct type and amount of assistance. This is accomplished by interviewing clients, assessing their needs, providing guidance and encouragement and making the proper referrals to assist with those needs. In addition, this position is also responsible for providing this special population with information about MDHHS requirements and expectations concerning eligibility for financial assistance. This position also helps farmworkers to be informed on methods and services to maintain health and wellness, and receive referrals for eligible services.

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

Eligibility Determination – The Migrant Program Worker (MPW) accurately assesses and determines the level of assistance for various MDHHS programs.

Individual tasks related to the duty:

- The MPW reviews the completed application and determines eligibility for Financial Assistance programs; if there is a language/literacy barrier the MPW assists the client in completing the application.
- Explains deadline requirements for providing information and consequences for failure to meet those deadlines.
- Must evaluate the application and develop a plan for the farmworker client/family based on information given.
- May be responsible for understanding medical, legal and financial terminology and interpret that information to the clients.
- Uses automated systems to compute budgets for clients and explains these budgets to the clients/families.
- Monitors and reviews case loads on a continual basis for information such as status reports, case summaries, written reports, Standard of Promptness requirements, etc.
- Inputs corrections into automated systems, updates as needed, replaces lost warrants by means of automated systems, and keeps case history file current.

Duty 2

General Summary:

Percentage: 20

Day Care Eligibility – The MPW determines Day Care assistance eligibility for the Farmworker population.

Individual tasks related to the duty:

- The MPW determines eligibility for Day Care assistance to Farmworker client/family.
- Certifies day care services from day care providers who will provide these services to the Farmworker population.
- Assists clients in resolving day care problems/issues.
- Gathers information regarding openings and availability in licensed day care centers, Head Start centers, etc.
- Authorizes day care payments to providers via automated systems.
- Provides basic early childhood development information and health and safety practices to parents and in-camp child care aides.

Duty 3

General Summary:

Percentage: 20

Interpersonal Communication – Makes home calls to the farm labor camps, conducts interviews in the farm labor camps and other locations where farmworkers are encountered, gathers information needed to make an accurate determination of eligibility and provides appropriate guidance and support.

Individual tasks related to the duty:

- The MPW must serve as a liaison, interpreter and advocate between farmworkers and community organizations and employers, medical clinics, schools, churches, etc.
- Provides information, answers questions, provides guidance and support to assist client/families in resolving problems/issues, etc.

Duty 4

General Summary:

Percentage: 20

Outreach and Community Service Referrals – The MPW must be knowledgeable about available community services and resources to make appropriate referrals as needed.

Individual tasks related to the duty:

- The MPW is responsible for referrals of neglect and/or abuse of children to Children's Protective Services.
- Assists farmworker recipients in finding service or assistance from other organizations and agencies for special needs.
- Provides transportation as time and resources permit.
- Establishes an active working relationship with the appropriate Migrant Resource Council(s).

Duty 5

General Summary:

Percentage: 10

Other related work and responsibilities as assigned.

Individual tasks related to the duty:

- The MPW may be required to prepare hearing summaries and/or participate in pre-hearing conferences, may also be asked to testify in court proceedings.

- May be asked to assist in determining local farming needs and employment opportunities for this population.
- May be asked to make recommendations to the agency regarding ways to improve farmworker services.

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

Independent judgment used to manage case load. MPW discretion required for decisions made regarding referrals to other community organizations. Decisions regarding budget implications for the client/family and/or requiring unusual policy interpretation may need supervisor input.

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

Any policy questions that are unclear may need supervisory review and approval.

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.

There is an element of stress in this type of position. Safety can be an issue when dealing with clients who suffer from emotional, mental or behavioral disorders. A substantial amount of time is spent sitting at the computer. In order to provide effective outreach, travel is required primarily during the peak season, and this position is often required to work outside of normal business hours, including nights and weekends.

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 Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
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?

Position functions as a Migrant Program Worker responsible for ensuring that farmworkers and their families receive the correct type and amount of MDHHS assistance, are informed in methods and services to maintain health and wellness, and receive referrals for eligible services.

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

N/A

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

This position functions to provide assistance for farmworkers and their families to obtain services from MDHHS, assistance to obtain health care services, employment opportunities, child day care support, and other human service needs.

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

EDUCATION:

Completion of two years of college (60 semester or 90 term credits).

EXPERIENCE:

Migrant Program Worker 8

No specific type or amount is required.

Migrant Program Worker 9

One year of experience equivalent to a Migrant Program Worker 8.

Migrant Program Worker E10

Two years of experience equivalent to a Migrant Program Worker, including one year equivalent to a Migrant Program Worker 9.

Alternate Education and Experience

Migrant Program Worker 8 - E10

Completion of one year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

SPR: Competency in reading, writing, and communicating effectively in Spanish and English.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

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:**

Possession of a valid Michigan driver's license.

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.

MATTHEW GORDY

5/5/2025

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