State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. MGPGWKREA45R

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-COUNTIES
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Field Operations Administration
4. Civil Service Position Code Description MIGRANT PROGRAM WORKER-E	**10. Division** Outstate Counties
5. Working Title (What the agency calls the position) Migrant Program Worker	**11. Section**
6. Name and Position Code Description of Direct Supervisor CASTILLO, JULIAN L; FAMILY INDEPENDENCE MGR-2	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor DESANTIAGO, DEANNA; SOCIAL SERVICES DIVISION ADMIN	**13. Work Location (City and Address)/Hours of Work** M-F 8-5

14. General Summary of Function/Purpose of Position

Ensure that persons/families of the Migrant population receive the correct type and amount of assistance they are eligible for. This is accomplished by interviewing the Migrant 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 the requirements and expectations of DHHS concerning eligibility for financial assistance.

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 DHHS 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 migrant 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 Migrant population.

Individual tasks related to the duty:

- The MPW determines eligibility for Day Care assistance to Migrant client/family.
- Certifies day care services from day care providers who will provide these services to the Migrant 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 local office, gathers information needed to make an accurate determination of eligibility and provide appropriate guidance and support.

Individual tasks related to the duty:

- The MPW must serve as a liaison, interpreter and advocate between migrants 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 migrant children to Children's Protective Services.Also, will assist the CPS worker in developing and implementing a corrective action plan to protect the children of migrant workers.
- Assists migrant 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 migrant 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.

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?

Position functions as a Migrant Program Worker responsible for ensuring that persons/families of the Migrant population receive the correct type and amount of assistance they are eligible for.

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

Updating to get PD on file.

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

This position is located in the local office environment. This position functions to provide assistance for migrant and seasonal farm workers and their families to obtain services from DHHS, assistance to obtain maximum employment opportunities and assistance with 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of interviewing methods. Knowledge of needs and problems faced by the migrant worker population and their families. Competency in reading, writing, and speaking fluently in Spanish and English. Ability to operate a motor vehicle.

Additionally, as listed on the CSC 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.

WHITNEY HENGESBACH	3/17/2021
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**