

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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency MDHHS-WALTER P.REUTHER PSY HS |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) MDHHS |
| 4. Civil Service Position Code Description MENTAL HEALTH SOCIAL WORKER-E | 10. Division WRPH |
| 5. Working Title (What the agency calls the position) Mental Health Social Worker | 11. Section Social Work |
| 6. Name and Position Code Description of Direct Supervisor WINN, AMANDA L; CLINICAL SOCIAL WORK MGR-4 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor BANDLA, HANUMAIAH; SENIOR EXEC PSYCH DIRECTOR | 13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland, MI 48186 / Monday- Friday; 8:00 a.m.- 4:30 p.m. |

14. General Summary of Function/Purpose of Position

This position is responsible for the coordination of clinical information for the purposes of individualized treatment planning and level of care decision making by treatment teams at each of the psychiatric hospitals. It involves gathering and organizing data from multiple sources and communicating findings to the patient's treatment team. Sources of data include clinical interview with patients, hospital file and record review for informing and determining the appropriate level of care and treatment for patients, including patients with secondary diagnosis of a substance use disorder. This position is responsible for utilizing the gathered findings to assist with executing a safe and appropriate discharge plan for patients being discharged to the community. The position is also responsible for preparing written reports, other correspondence on the data gathered, maintaining records, compiling, organizing, and disseminating statistical data. This position is also responsible for facilitating clinical groups through the hospital.

This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to regular contact with hospital patients

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

Obtains, organizes, and reports on patient information at regularly scheduled intervals to assist treatment teams in developing and maintaining the individual plan of service (IPOS) for patients including patients with secondary diagnosis of a substance use disorder.

Individual tasks related to the duty:

- Uses structured assessment tools as identified by SHA including assessment tools that inform and determine the appropriate level of care and treatment planning.
- Interviews patients to gather information for completion of the assessment tool(s) and to obtain other relevant information in regard to treatment planning.
- Completes record reviews to gather information for completion of the assessment tool(s) and to obtain other relevant information in regard to treatment planning.
- Prepares written reports based on information gathered and assessment findings.
- Completes documentation as required in the patient's electronic medical record.
- Interacts with treatment teams through clear and concise verbal and written communication.

Duty 2

General Summary:

Percentage: 30

Facilitate active treatment groups as part of the Centralized Activity Program.

Individual tasks related to the duty:

- Complete group interventions and enter them into the patient's IPOS.
- Facilitate active treatment groups throughout the hospital.
- Complete active treatment group notes in a timely manner.
- Develop curriculum for active treatment groups, existing and new.

Duty 3

General Summary:

Percentage: 25

Assist with providing supportive case management to Clinical Social Workers.

Individual tasks related to the duty:

- Facilitate meetings with guardians and/or CMH providers.
- Assist with discharge planning tasks such as transportation.
- Assist with obtaining appointments with community mental health providers.
- Assist with providing the patient with necessary resources in the community upon discharge.

Duty 4

General Summary:

Percentage: 10

Compiles and organizes information, and maintains records, for the purposes of data analysis.

Individual tasks related to the duty:

- Develops a record-keeping system that organizes data for the purposes of analysis.
- Utilizes appropriate software to organize and analyze data, such as Excel.
- Prepares reports and graphical data for presentations of aggregate data (e.g., PowerPoint, etc.).

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Attends meetings as assigned.
- Attends trainings and maintains competencies, including that which pertains to the structured assessment tool(s) being utilized, and Standard Operating Procedures of the hospital.
- Working knowledge of the Social Worker's code of ethics.
- Working knowledge of the Michigan Mental Health Code.

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

Coordinates meetings with patients and treatment teams. Gathers information for treatment planning, including completion of structures assessment tools. Communicates findings in writing and verbally. Maintains records and presents data. Facilitates active treatment groups.

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

Any decisions impacting departmental or hospital policies, procedures, personnel issues, or major issues regarding patient care shall be reviewed with supervisory staff.

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.

Due to patient population environment can be hostile, threatening, assaultive and physical intervention may be necessary. Can be exposed to various infectious diseases.

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):

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|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Duty 1: Assessment of the patient's psychosocial needs.
Duty 2: Facilitate active treatment groups.
Duty 3: Assist with supportive case management.
Duty 4: Provides patient and family education and resources.

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

Updating PD to include other task, specifically facilitation of treatment groups necessary to serve our population adequately.

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

The function of the work area is to provide comprehensive assessment and treatment services for patients at Walter P Reuther Psychiatric Hospital. This position assists treatment teams in developing individual treatment plans and in making level of care decisions prior to discharge. This position also assists with completing simple social work tasks of discharge planning.

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

EDUCATION:

Possession of a bachelor's degree in social work or possession of a bachelor's degree in social services, social psychology, or sociology with a concentration in social work.

EXPERIENCE:

Mental Health Social Worker 9

No specific type or amount is required.

Mental Health Social Worker 10

One year of professional experience providing case coordination services equivalent to a Mental Health Social Worker 9.

Mental Health Social Worker P11

Two years of professional experience providing case coordination services equivalent to a Mental Health Social Worker, including one year equivalent to a Mental Health Social Worker 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of casework interviewing theory and techniques.
- Knowledge of departmental mental health program standards.
- Knowledge of the theory and organization of health and welfare services
- Knowledge of the Social Work Code of Ethics.
- Ability to establish rapport and work effectively with a diverse and sometimes challenging inpatient population.
- Ability to establish rapport and work effectively with diverse multidisciplinary treatment teams.
- Excellent written and verbal communication skills.
- Ability to review multiple sources of information, and record and integrate clinical data in written reports.
- Ability to organize work efficiently.
- Ability to analyze and present data using appropriate computer software, such as Excel, PowerPoint and/or WORD.
- 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:

Mental health social worker 9

Eligibility for registration by the Michigan board of examiners of social workers as a social work technician, or as a social worker is required at the time of appointment.

Mental health social worker 10-12

Registration by the Michigan board of examiners of social workers as a social work technician, or as a social worker is required at the time of appointment.

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.

FELISHIA WILLIAMS

9/30/2025

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