

**State of Michigan
Civil Service Commission**

Position Code

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

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) Field Operations Administration
4. Civil Service Position Code Description Services Specialist-A	10. Division Outstate Operations
5. Working Title (What the agency calls the position) Services Specialist 12 - Maltreatment in Care (MIC) Unit	11. Section
6. Name and Position Code Description of Direct Supervisor SERVICES PROGRAM MGR-3	12. Unit Maltreatment in Care (MIC)
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position

Professional social caseworker, required by the Modified Implementation Sustainability and Exit Plan (M-ISEP) that will primarily focus on investigation maltreatment in care through assignments in Children's Protective Services. The function of this position is to ensure that children are protected from harm caused by a person responsible for the child's health and welfare. This position will be assigned a certain geographic area covering multiple counties.

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: 90

Investigates allegations of maltreatment in care as a Children's Protective Services worker.

Individual tasks related to the duty:

- Investigate allegations of abuse or neglect in conjunction with Child Welfare Licensing (CWL) consultants or foster home licensing staff, which includes coordinating all interviews.
- Utilize extensive knowledge of the protocols, rules, and workings of multiple child placing agencies (private and DHHS) is necessary.
- Complete contacts with multiple child placing agencies (CPAs) and their assigned licensing workers, licensing investigators, and foster care workers.
- Review the complete licensing file during each investigation, when appropriate, in order to evaluate prior actions taken within a home and how it relates to the current allegations of CAN.
- Differentiate between allegations of child abuse or neglect and that of a licensing violation.
- Review foster care case history to assess behavior plans, placement history, and removal reasons in order to assess service needs to prevent reoccurrence of maltreatment.
- Organize and facilitates professional case conferences and family team meetings and determines all the participants.
- Facilitate case planning, prioritize actions steps to be taken by all involved service providers, and mediate problem resolution.
- Drive some decisions made by licensing pertaining to the family's foster home license, up to and including revocation of the foster home license.
- Assess CCI and CCF employee personnel files to identify any patterns for that employee pertaining to the allegations, review of all pertinent security videos, and detailed assessments of incident reports.
- Review the CCI agencies procedures regarding restraints and apply the principals of behavior management techniques to the allegations being investigated
- Contact and consult with case managers and family members on all assigned cases which may involve multiple counties and agencies.
- Assess the safety of the children attending the day care, CCI's, foster homes and any biological children who reside in the home of the perpetrator.
- Explain legal and regulatory rules and procedures to the parents and attorneys, when questions arise regarding legal action and rights of parents.
- Redact all confidential information in the Investigation Report in accordance with policy (SRM 131) and the Child Protection Law (CPL 722.627) for every investigation involving Private Agencies.
- Outline any noted safety concerns for foster care staff and identify subsequent actions to be taken that will address needs of the children and families involved.
- Attend and provide testimony at Foster Care Review Board hearings.
- Communicate with the Michigan Children's Institute (MCI) office during high-risk investigations of permanent ward placements and make recommendations for placement based on the investigation findings.

Duty 2

General Summary:

Percentage: 10

Other Duties as assigned.

Individual tasks related to the duty:

- Assigned supervisor may delegate tasks to assist local office with CPS investigations or other assignments as deemed necessary.
- Maintain working knowledge of the Child Protection Law, requirements of the Modified Implementation Sustainability and Exit Plan (M-ISEP) CPS policy and local office procedures.
- Attend Administrative Hearings, as required, when a perpetrator challenges being listed on the Central Registry.
- Maintain a basic understanding of the use of medications and mental health issues, physical restraints and seclusion use, as well as the roles of CCI employees

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

Senior-level workers must take all input and history into consideration before making a determination on a case. Senior-level workers must review court records for court-ordered relative placements and any specifics, leniencies, or exceptions that apply to the specific case. A CPS-MIC investigation is concluded only after all information is gathered and safety, well-being and permanency are considered. Interaction with the parents requires the senior worker to exhibit exceptional communication skills in order to gain the parents' cooperation and deescalate emotions that may be heightened due to the alleged actions of the day care provider. The senior-level worker must be adept at explaining legal and regulatory rules and procedures to the parents, and sometimes attorneys, when questions arise regarding legal action and their rights as parents in these situations. Senior-level workers independently consult foster care workers when

they see a need for safety plans or interventions outside of imminent risk needs for replacement. These decisions can affect child permanency and well-being. Senior-level workers independently determine if an FTM is required or justified. Senior-level workers do safety planning without prior supervisor consultation. The decisions made by a senior-level worker significantly impacts the decisions regarding the placement of the child and can drive decisions made by licensing pertaining to the family's foster home license, up to and including revocation of the foster home license.

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

All investigative decisions pertaining to case disposition, court intervention and/or child placement decisions must receive prior supervisory 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.

Position requires extensive travel involving multiple counties on a daily basis. When necessary the position may require physically moving youth and their belongings during placement changes to ensure child safety.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, 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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|---|------------------------------------|---|-----------------------------------|
| 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?

Professional social caseworker, required by the Modified Implementation Sustainability and Exit Plan (M-ISEP) that will primarily focus on investigation maltreatment in care through assignments in Children's Protective Services. The function of this position is to ensure that children are protected from harm caused by a person responsible for the child's health and welfare. This position will be assigned a certain geographic area covering multiple counties.

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

New establishment.

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

This position is part of Child Welfare Field Operations Administration. As a professional social caseworker required by the Modified Implementation Sustainability and Exit Plan (M-ISEP) whose primarily focus is on investigations regarding maltreatment in care, the senior level worker investigates allegations of child abuse and neglect in numerous settings, including foster family homes, child caring institutions, and day care centers, while maintaining all standards of promptness required of county-specific Children's Protective Services (CPS) investigators.

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

EDUCATION:

Possession of a bachelor's or master's degree with a major in one of the following human services areas: social work, sociology, psychology, forensic psychology, interdisciplinary studies in social science, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, or in a human services-related counseling major.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following human services areas: social work, sociology, psychology, forensic psychology, interdisciplinary studies in social science, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, or in a human services-related counseling major.

EXPERIENCE:

Selective Position Requirement: Two years of experience, gained within the last five years, of CPS investigation experience gained within a Department of Human Services.

Services Specialist 12

Three years of professional experience providing social casework services to socially and economically disadvantaged individuals equivalent to a Services Specialist, including one year equivalent to a Services Specialist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent verbal and written communication skills.

Ability to make informed decisions.

Ability to manage stressful and sometimes contentious situations or customer.

In addition, as listed on the Civil Service job specification.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

As listed on the Civil Service job specification.

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

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.

LINDA SONG 6/11/2019

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