

**State of Michigan
Civil Service Commission**

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

Position Code

1. MNHSWKRE

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-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Mental Health Social Worker-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor WILLIAMS, LISA; CLINICAL SOCIAL WORK MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BETTISON, LANCE B; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work Kalamazoo Psychiatric Hospital, 1312 Oakland Ave., Kalamazoo MI 49008 / Monday-Friday, 8:00 AM to 5:00 PM

14. General Summary of Function/Purpose of Position

This position involves 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 under SHA. 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, and completion of structured assessments tools for informing and determining the appropriate level of care and treatment for patients including patients with a secondary diagnosis of a substance use disorder. The position is responsible for preparing written reports and other correspondences on the data gathered. It is also involves maintaining records and compiling, organizing, and disseminating statistical data

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: 75

Obtains, organizes, and reports on patient information at regularly scheduled intervals as determined by SHA to assist treatment teams in developing and maintaining the Individual Plan of Service (IPOS) for patients including patients with a 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 which are appropriate to educational level.
- Interviews inpatients either in-person or by video technology to gather information for completion of the assessment tool(s) and to obtain other relevant information germane to treatment planning.
- Completes file and record reviews to gather information for completion of the assessment tool(s) and to obtain other relevant information germane to treatment planning.
- Prepares written reports based on information gathered and assessment findings.
- Completes documentation as required in the patients' electronic medical record.
- Interacts with treatment teams through verbal and written communication which may include attending in-person or video-based treatment team meetings and/or meetings with the patients' clinicians, using email and/or telephone.

Duty 2

General Summary:

Percentage: 15

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 3

General Summary:

Percentage: 10

Other relevant duties as assigned Individual tasks related to the duty

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 consults regularly with the site social work director for supervision regarding policies, procedures and personnel related to the implementation of assessment(s) in the assigned setting.
- 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 appointments/meetings with inpatients and treatment teams. Gathers information for treatment planning, including completion of structured assessment tools. Communicates findings in writing and verbally. Maintains records and presents data.

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.

Standing, sitting, stooping. Carry no more than 5 pounds of material. Sitting at computer for extended periods to complete work.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 essential duties involve completing clinical assessments with the use of standard and evidence-based assessments tools to assist treatment teams in treatment planning and level of care decision making for SHA inpatients including patients with a secondary diagnosis of a substance use disorder. Duties include interviewing inpatients, reviewing collateral information, writing reports based on findings, and communicating findings to treatment teams. The position also collects and disseminates data regarding use of assessments tools and outcomes.

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?

The function of the work area is to provide comprehensive assessment and treatment services for SHA inpatients. This position assists treatment teams in developing individual treatment plans and in making level of care decisions.

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:

Please reference job specification. In addition:

- 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.

JULIE KELLY

3/12/2024

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