

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

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| Position Code 1. PSYCHLGEA84R |
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POSITION DESCRIPTION

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| 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 DOC-OAKS FACILITY |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services |
| 4. Civil Service Position Code Description PSYCHOLOGIST-E | 10. Division Mental Health Services |
| 5. Working Title (What the agency calls the position) Psychologist | 11. Section Mental Health Services - Northern Region |
| 6. Name and Position Code Description of Direct Supervisor MAJERCZYK, BRIAN; COMMUNITY HEALTH SERV MGR-2 | 12. Unit Oaks Correctional Facility-OPT |
| 7. Name and Position Code Description of Second Level Supervisor OSIER, THOMAS J; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 1500 CABERFAE HWY; MANISTEE, MI 49660 / Monday-Friday; 8:00 am to 4:30 pm |
| 14. General Summary of Function/Purpose of Position | |
| <p>The psychologist provides a full range of psychological evaluations, tests, interventions, consultations and referral services as assigned by the supervisor. The Psychologist will train staff in matters of psychology and mental illness. This position will also function as a member of a multi-disciplinary treatment team providing a range of psychological services to prisoners within the Michigan Department of Corrections, some who may be diagnosed with severe mental disorders. They provide a full spectrum of sex offender treatment, assessment services and will work with community supervision/treatment for sex offenders. They also work with hospitalized, medically ill and other special populations. The psychologist is responsible for all aspects of the mental health evaluation, referral to the appropriate mental health level of care and treatment of the prisoners, monitoring their progress and ensuring continuity of care is not jeopardized. They also assist with placement and obtaining services when the prisoner discharges to the community.</p> | |

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: 25

Functions as a Psychologist on the treatment team performing psychological testing.

Individual tasks related to the duty:

- - Selects appropriate psychological testing instruments from available diagnostic, achievement, neuropsychological, intelligence, interest, personality, vocational and projective tests.
 - Administers appropriate psychological testing instruments from available diagnostic, achievement, neuropsychological, intelligence, interest, personality, vocational and projective tests.
 - Scores and interprets appropriate psychological testing instruments from available diagnostic, psychological, achievement, neuropsychological, intelligence, interest, personality, vocational and projective tests.
 - Provides guidance to other team members as a resource for psychological testing.

Duty 2

General Summary:

Percentage: 10

As a Psychologist for MDOC, participates in hearings to determine mentally ill prisoner's need of involuntary treatment per Chapter 10 of the Michigan Mental Health Code. Performs related work as assigned or required by policy, operating procedure, protocol or work rules.

Individual tasks related to the duty:

- - Writes Qualified Mental Health Professional Evaluation timely to begin or continue the PA 252 process.
 - Acts as the psychologist member of the PA 252 panel as required by the Michigan Mental Health Code.
 - Functions as prisoner advisor when requested.
 - Reviews psychiatrists' evaluations and certificates, hears testimony and assists in ruling on the involuntary commitment as a member of the PA 252 panel.
 - Assists in training other Department of Corrections staff in the involuntary treatment process.

Documents PA 252 in the electronic health record as required in the operating procedure and/or protocol.

Duty 3

General Summary:

Percentage: 30

Provides mental health treatment to prisoners within the Michigan Department of Corrections under the direction of the Director of Mental Health Services

Individual tasks related to the duty:

- Evaluates referrals for treatment and service as to current mental status utilizing case history; psychiatric nursing or QMHP assessment, current functioning level via custody reports and observable behavior, use of screening and standard diagnostic criteria, profile crisis intervention/emergent suicide interventions and evaluation.
- Delivers group therapy to prisoners including psychotherapy, psycho educational, psychosocial skills development, dialectical behavioral type therapy, utilizing supportive and other directive techniques, educational and cognitive-behavioral techniques.
- Provides case management coordinating all treatment provided to prisoners ensuring that the treatment delivered assists in meeting the prisoner's goals and objectives.
- Provides Michigan Sex Offender Therapy (MSOP) and Assaultive Offender Therapy.
- Completes MSOP risk assessments, assessment of internalization of treatment goals and objectives and special recommendations regarding institutional and community treatment planning.
- Documents prisoners who meet program qualifications into low, moderate, or high intensity sex offender programming in an accurate and expeditious manner.
- Performs MSOP comprehensive functional risk assessments and termination reports, and prepares other required reports timely. Complete intake assessment process and orients prisoner entering the MSOP.
- Provides a limited amount of individual therapy as stated in the treatment plan.
- Completes Needs Assessments for Prisoner Re-Entry and assists with placement upon the prisoner's release from prison.
- Evaluates prisoner's behavior and need for a change in level of care. Refers to a higher or lower level of care as needed.
- Completes data entry forms for the Health Management Information System.
- Documents as required by Mental Health Record Documentation Standards, Medical Record Documentation Standards, policy directives, operating procedures, Protocols or supervision. Utilizes EPM scheduler.
- Demonstrates abilities in assessment, treatment planning, individual psychotherapy, group therapy, psychoeducation, crisis intervention and co-morbid substance abuse as part of the clinical supervision required of the Unit Chief.
- Responds to correspondence/kites and documents appropriately per operating procedures

Duty 4

General Summary:

Percentage: 25

Functions as a Qualified Mental Health Professional on the treatment team.

Individual tasks related to the duty:

- Provides crisis intervention and emergent suicide interventions and evaluations.
- Attends regularly scheduled treatment team meetings and actively participates as a cooperative treatment team member in diagnosing problems, planning and implementing treatment and other team decisions.
- Confers and consults with other professional staff members as necessary.
- Works cooperatively with correctional staff to ensure client continuity of care.
- Provides weekend and holiday coverage on a rotation basis for urgent and emergent referrals.
- Evaluates, identifies and refers for other services needed, i.e. medical, educational, vocational, recreational.
- Documents timely as required by Mental Health Record Documentation Standards, Medical Record Documentation Standards, policy directive, operating procedure, Protocol or supervisor. Documents in the EHR appropriately. Utilizes EPM scheduler.
- Evaluates prisoners and writes a assessments/evaluations including, but not limited to those for suicide, Parole Board requests, segregation screenings, misconduct responsibility, and admissions, utilizing information provided by the case history, medical record, testing, prisoner interviews, observations and reported history.
- Writes Treatment Plans and Treatment Plan Reviews at least every 6 months after determining treatment needs, goals, objectives and interventions.
- Writes Management Plans, distributes and discusses management plans with necessary staff.
- Completes data entry forms for the Health Management Information System.

Duty 5

General Summary:

Percentage: 5

Participates in Performance Improvement activities as required.

Individual tasks related to the duty:

- Trains staff in matters of psychology and mental illness.
- Submits monthly statistical data of contacts and appointments for supervisor's Monthly Report to the Assistant Mental Health Director.
- Assists in Performance Improvement audits as required by the Unit Chief.
- Assists in Peer Review audits.
- Recommends to Unit Chief Performance Improvement issues to be addressed either at the local or statewide level.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director, Assistant Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples when required.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Maintains credentials and competency in the clinical areas for which s/he is certified/licensed.
- Follows all policies, procedures, protocols and guidelines as well as professional standards of practice.
- Maintains acceptable time and attendance

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

Administration of and evaluation of psychological testing . This position independently writes assessments and evaluations and determines prisoners' needs, goals, and necessary interventions. The decisions of a patient's need for hospitalization due to suicidal behavior, need for placement in special safety settings due to mental illness or self-injurious acts.

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

The administrative supervisory requirements of leaves, assignment to committees or special projects and deviation from established procedures, program descriptions or established and accepted treatment modalities.

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.

Requires walking across prison yards and climbing stairs. Hazards include working in a prison environment with convicted felons who are mentally ill, evaluating prisoners in agitated states with potential for assaultive and abusive behavior, and in an environment of restrictions, at times, excessive noise, and occasionally a lack of adequate heating and cooling mechanisms. Employees may be on-call weekends, and holidays.

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"/> 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?

In addition to providing a full range of psychological evaluations, tests, interventions, consultations and referral services as assigned by the supervisor, this position provides a broad range of psychological evaluations, assessments, crisis intervention and psychotherapy to convicted felons within the Department of Corrections. The position contributes as an active member of an interdisciplinary treatment team.

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

There has been a change making duty 1 testing a focus of the position, duty two while small in percentage is an important part of the position required by the State of Michigan Health Code.

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 the provision of mental health services to mentally ill and/or mentally disabled prisoners within the Michigan Department of Corrections. This position fits into this function by completing an interdisciplinary approach to the mental health treatment with other qualified mental health professionals. This position also provides psychological expertise in the development of programs, provision of services, psychological testing and training.

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

EDUCATION:

Possession of a master's degree in psychology.

EXPERIENCE:

Two years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of types and uses of standardized psychological tests including those applicable in testing the physically handicapped, socially or emotionally maladjusted.

Knowledge of emotional, social, psychological and environmental problems, and techniques used in treating/managing them. Knowledge of techniques for observing and assessing behavior, psychotherapy techniques, the principles and practices of applied behavior analyses, counseling techniques, abnormal psychology, principles and practices of clinical psychology, group behavior and interaction.

Knowledge of experimental and research techniques. Knowledge of techniques of conducting evaluative and therapeutic interviews. Knowledge of statistical techniques used in testing and research.

Ability to effectively interact and establish a rapport with clients, and to develop therapeutic relationships; to use intervention methods to bring about positive behavioral changes in clients; to facilitate positive group interaction and mutual support; to prepare clear and concise case studies.

Ability to administer and score tests, and conduct surveys, interviews and experimental procedures.

Ability to process, analyze and interpret statistical data and to prepare statistical charts and graphs, to maintain records, and prepare reports and correspondence related to the work and the ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a temporary master's limited license, master's limited license, doctoral limited license, or full license to practice psychology in Michigan.

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.

None.

I certify that the entries on these pages are accurate and complete.

SHEILA SPENCLEY

2/2/2018

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