

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

<b>Position Code</b> 1. PSYCHLGAA47R
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Walter Reuther Psychiatric Hospital
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of State Hospitals
<b>4. Civil Service Position Code Description</b> Psychologist-A	<b>10. Division</b> WRPH
<b>5. Working Title (What the agency calls the position)</b> Senior Psychologist	<b>11. Section</b> Psychology
<b>6. Name and Position Code Description of Direct Supervisor</b> ; PSYCHOLOGIST MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd Westland MI 48186 / Monday - Friday, 8:00 am - 4:30 pm

**14. General Summary of Function/Purpose of Position**

As a senior psychologist in the Child and Adolescent Department of Psychology at Walter Reuther Psychiatric Hospital, the following duties are performed: psychotherapy (e.g., individual, group, and family) for the most acute inpatient children, adolescents, and their families; comprehensive psychological evaluations on children and adolescents and development of treatment/interventions; behavior consultation to staff; development of behavioral treatment plans; and active functioning within a multidisciplinary team setting. Senior psychologists play a significant role in the accredited, predoctoral training program.

**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: 45**

**Psychotherapy**

**Individual tasks related to the duty:**

- Provide individual and group therapy for the most acute inpatient children and adolescents utilizing and advanced understanding of scientifically based treatment methods including but not limited to cognitive-behavioral, behavioral, dynamic and supportive therapies. Crisis intervention occurs for patients throughout the hospital.
- Identify intervention techniques that are uniquely promising with high-risk, treatment resistant, diagnostically complex children, adolescents, and families. Senior psychologists will be consulted on the development of treatment plans for patients with multiple hospitalizations and demonstrate poor response to previous interventions.
- Provide family therapy to children, adolescents, and families. Apply family systems theories and techniques to work with both traditional and non-traditional families of the most acute children and adolescents in an inpatient setting. Psychoeducation and support are provided regarding complex diagnoses, treatment, and aftercare needs.
- Lead/co-lead daily rounds, team meetings, and treatment planning/progress conferences as scheduled.
- Facilitate discharge planning for cases assigned to the psychologist and offer consultation for cases throughout the hospital which present with unique discharge challenges
- Complete all pertinent documentation per hospital and departmental policy. Inform potential changes in documentation by offering feedback to relevant committees regarding documentation procedures, limitations and needs.
- Participation in committees that maintain current, evidence-based treatments. Senior staff present literature and knowledge during various routine clinical meetings.

**Duty 2**

**General Summary:**

**Percentage: 25**

**Involvement in the Psychology Training Program**

**Individual tasks related to the duty:**

- Develop and implement new seminars for master's and predoctoral interns based on the needs of each new cohort.
- Independently supervise psychological testing for Psychology trainees.
- Supervise psychotherapy for practicum-level and pre-doctoral Psychology trainees.
- Involvement in training program development as well as the recruitment and selection of Psychology trainees.

**Duty 3**

**General Summary:**

**Percentage: 20**

**Comprehensive Psychological Evaluations**

**Individual tasks related to the duty:**

- Administer, score, and interpret intellectual, academic, motoric, rating scales, vocational inventories, and personality tests for children and adolescents with the most complex differential diagnostic needs.
- Assist in departmental maintenance of current evidenced-based assessment measures including review of literature, attending relevant trainings, and presenting material.
- Conduct clinical interviews with the most acute children and adolescents to obtain a full developmental history, assess mental status, and develop a test protocol to address complex differential diagnostics.
- Compose reports according to departmental policy. Inform changes to reports based on changing hospital, community, and aftercare needs.
- Provide feedback to parents, teachers, milieu staff and community partners, etc. Consult with other staff psychologists on the format and approach of feedback on cases that involve complex diagnoses and/or change in diagnosis.

**Duty 4**

**General Summary:**

**Percentage: 10**

**Behavioral Consultation**

**Individual tasks related to the duty:**

Create and consult on behavior treatment plans for all patients as indicated.

Assess for identified problem behaviors and coordinate behavioral consultation between milieu staff and therapists to address the needs of behaviorally complex child/adolescents.

Assist therapists (and team) in developing effective behavioral interventions. Monitor behavioral interventions and recommend adjustments as needed.

Co-facilitate Behavior Treatment Committee Meetings as required.

Coordinate with Board Certified Behavior Analyst to ensure best practice measures on each Behavioral Treatment Plan.

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

Licensed psychologist is part of the Medical Staff and is privileged to provide such services. The living area psychiatrist provides general therapy supervision.

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

Decisions impacting departmental or hospital policies, procedures, personnel issues, or major issues regarding patient care should be reviewed by the Director of Psychology or designated supervisor.

**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. Ability to assist in a management situation in a behavioral emergency.

**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?**

To provide psychological evaluations for the most acute inpatient children and adolescents, which may include intellectual, academic, motoric, adaptive behavior, vocational, and personality tests; psychotherapeutic services (individual, group, and family therapies) to children, adolescents, and their families; and behavioral consultation with staff and therapists. This position also requires participation in the agency's accredited program for training pre-doctoral interns and pre-master's psychology students to work with this population.

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

New position.

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

The function of the Child and Adolescent Department of Psychology is to provide psychological evaluations; psychotherapy services (including individual, group, and family therapy); and behavioral consultation. Each staff psychologist is assigned to multiple child/adolescents living areas to carry out these duties. This position also requires participation in the agency's accredited program for training pre-doctoral interns and pre-master's level psychology students to work with this population.

**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:**

**Psychologist 12**

Three years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of principles and practices of child clinical psychology.
- Ability to provide supervision to psychology practicum students and pre-doctoral interns.
- Skills and abilities to assess children/adolescents; perform psychotherapy with children/adolescents; interview/observe children and families; and develop behavior management plans.
- Ability to communicate effectively.
- Ability to develop rapport with children/adolescents and parents and work with teams.

**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.***

PATTI GLENN

5/20/2020

\_\_\_\_\_  
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