

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-WRPH C&A
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description PSYCHOLOGIST-E	10. Division WRPH
5. Working Title (What the agency calls the position)	11. Section Psychology
6. Name and Position Code Description of Direct Supervisor BRIAN PECK; PSYCHOLOGIST MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor MARY SOLKY; SENIOR EXECUTIVE HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / Monday-Friday, 8:00am-4:30pm
14. General Summary of Function/Purpose of Position As a psychologist in the Department of Psychology at Hawthorn Center, the following duties are performed: psychotherapy (e.g., individual, group, and family) for 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.	

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 inpatient children and adolescents utilizing scientifically based treatment methods including, but not limited to, cognitive-behavioral, behavioral, dynamic and supportive therapies, and crisis intervention limited to the patients assigned to the psychologist.
- Identify intervention techniques that are uniquely promising with high-risk, diagnostically complex children, adolescents, and families.
- Provide family therapy to children, adolescents, and families. Apply family systems theories and techniques to work with the families of children and adolescents in an inpatient setting.
- Attend daily rounds, team meetings, and treatment planning/progress conferences as scheduled.
- Facilitate discharge planning for cases assigned to the psychologist.
- Complete all pertinent documentation per hospital and departmental policy.
- Attend clinical meetings and seminars to remain current with evidence-based treatments.

Duty 2

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.
- Attend trainings as needed to remain knowledgeable of current evaluation tools/measures.
- Conduct clinical interviews with children and adolescents to assess mental status.
- Compose reports according to departmental policy.
- Provide feedback to parents, teachers, and milieu staff and community partners, etc.

Duty 3

General Summary: **Percentage: 20**

Behavioral Consultation

Individual tasks related to the duty:

- Create behavior treatment plans for assigned patients, as indicated.
- Provide behavioral consultation to milieu staff and therapists regarding behaviorally complex child/adolescent presentations.
- Assist therapists (and team) in developing effective behavioral interventions.
- Attend Behavior Treatment Committee Meetings as required.

Duty 4

General Summary: **Percentage: 15**

Involvement in the Psychology Training Program

Individual tasks related to the duty:

- Provide seminars for Master's and pre-doctoral interns.
- With final approval from a senior psychologist required, supervise psychological testing for Psychology trainees.
- Supervise psychotherapy for practicum-level Psychology trainees.
- Involvement in selection and recruitment of Psychology trainees.

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?

As a psychologist in the Department of Psychology at Hawthorn Center, the following duties are performed: psychotherapy (e.g., individual, group, and family) for 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.

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

Updating PD to get one on file, add DEI statement to KSA section, and remove SPR.

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

The function of the 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/adolescent 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 9
No specific type or amount is required.

Psychologist 10
One year of professional experience providing psychological treatment equivalent to a Psychologist 9.

Psychologist P11
Two years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

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.

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:

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.

ANTHONY TODARO 4/26/2023

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