

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

Position Code
1. PSYCHLGAE02R

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description PSYCHOLOGIST-E	10. Division
5. Working Title (What the agency calls the position) Psychologist-E	11. Section
6. Name and Position Code Description of Direct Supervisor ; PSYCHOLOGIST MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor LASKOWSKI, ROSE A; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd / Monday – Friday 8:00 a.m. – 4:30 p.m.

14. General Summary of Function/Purpose of Position

Provide professional psychological services for individuals admitted to the Caro Center, who are mentally ill . The psychologist is a member of interdisciplinary treatment team providing assessment/diagnostic information, assisting in treatment planning and program development and delivery of therapeutic services including group and individual therapy.

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: 10

Completes psychological assessments as ordered by the psychiatrist and completes a substance use screening /assessment with patients/clients upon admission, as well as suicide severity rating scale.

Individual tasks related to the duty:

- Selects and administers the assessment instrument to be used to evaluate the patient's/client's current psychological condition as indicated by the referral question when an assessment is ordered by the psychiatrist
- Analyzes the results and writes a report as well as gives a verbal report of the findings when a psychological assessment is ordered by the psychiatrist
- Completes Assessment of suicide severity rating on each patient/client upon admission, annually, and open discharge.

Duty 2

General Summary:

Percentage: 45

Provides therapeutic treatment modalities according to individual patient/client needs and reports on progress on these modalities

Individual tasks related to the duty:

- Plans and conducts treatment groups for patients/clients as part of the Psychosocial Rehabilitation (PSR) program and other group therapy as indicated by patient/client need
- Conducts individual therapy as indicated by patient/client need
- Develops Behavior Treatment Programs based on patient/client need and trains staff in the implementation of these as indicated
- Presents Behavior Treatment Plans to the Behavior Management Team prior to implementation and quarterly thereafter
- Serves as a reviewer on the Behavior Management Team as assigned
- Documents progress on the various treatment modalities as indicated by departmental guidelines and/or hospital policy
- including completion of notes for each group and individual therapy session and weekly/monthly progress notes.

Duty 3

General Summary:

Percentage: 35

Functions as a Treatment Coordinator for assigned patients

Individual tasks related to the duty:

- Prior to the Annual Individual Plan of service (IPOS) meeting meets with the patient/client and completes the "Pre-Planning Meeting for IPOS Development" form.
- Conducts or attends staffing for assigned patients/clients and assists in the treatment planning process
- Insures that the IPOS is completed for each assigned patient/client upon admission and as indicated at 30, 60 and/or 90 day intervals
- Completes a review of progress at each 90 day review for each assigned patient/client
- Makes revisions in the IPOS when patient/client status or treatment changes
- Gives a typed copy of the IPOS to the patient/client after its completion
- Prior to the start of each PSR cycle, meets with assigned patients/clients and completes group selection for new PSR cycle
- Insures the necessary paperwork is completed for group transfer requests during the cycle and forwarded to the PSR coordinator

Duty 4

General Summary:

Percentage: 10

Performs other related duties as a member of the Interdisciplinary Treatment team and the Psychology Department

Individual tasks related to the duty:

- Completes petitions for assigned patients/clients requiring involuntary hospitalization
- Completes required documents when appointment of a guardian is recommended as indicated
- Completes notification regarding privileged communication when a patient/client is admitted
- Completes an Behavior Medical Event (BME) Form when incidents are observed per Caro Center policy
- Participates in a team review of incidents on the OAS/MNI and other issues needing to be addressed by the treatment team and completes documentation as indicated
- Participates in a review of freedom of movement/access as indicated
- Conducts and or participates in community meetings with the patients/clients on a monthly basis.
- Attends meetings of the Psychology Department as scheduled

- Attend in-services/training as indicated
- Provide in-services/training to Caro Center staff as assigned

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

Clinical decisions based on professional knowledge and experience. The decisions required are generally "clinical decisions" regarding the design and implementation of individual treatment programs or selection of assessment instruments. Such decisions may require independence of judgment or collaborative work with other professionals. Such decisions are required on a day-to-day basis and have critical effects on both the immediate and long-term welfare of patients/clients. The decisions are particularly important because they guide treatment programs. Such decisions must also result in an active treatment program for each patient/client, which meets the standards of care required by monitoring and accrediting agencies.

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

Decisions requiring review by supervision are those related to difficulties in diagnosis and treatment questions related to confidentiality of information, issues regarding standards of professional practice, questions of the interpretation and implementation of treatment programs meeting the standards of the facility and its accrediting bodies. Supervisor also reviews psychological assessment reports.

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.

The physical effort required by this position is not unusual in either intensity or amount. Work is generally performed indoors in space shared with other professional staff. Staff must be able to move from one building to another (i.e. from assigned residential unit to PSR program). Sitting, standing, bending, stooping, walking, running, reaching and carrying (medical record, test kits) may all be required for this position. It is also noted that the ability to react quickly and effectively to incidents of physical aggression when patients/clients are emotionally upset is necessary and staff may have to assist in the management of patients/clients requiring verbal redirection and/or physical intervention

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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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, Prepared by Management.

23. What are the essential functions of this position?

The essential duties of this position are accurately described in the preceding material. These duties require the psychologist to: (1) perform a valid and accurate psychological assessment; (2) design a detailed treatment program either independently or collaboratively; (3) participate in implementing the treatment program using the cooperative efforts of all members of the treatment team, including conducting individual and group therapy including conducting groups at the Psycho Social Rehabilitation program; and (4) to evaluate the results of the program and patient/client progress making such modifications as necessary; (5) participate in providing staff development when necessary; (6) make presentations to the Behavior Review Team as required by Caro Center policy; (7) function as a Treatment Coordinator for assigned patients/clients; (8) complete petitions for involuntary hospitalization as assigned. Computer use is required.

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

The Colombia suicide severity rating scale is now administered to all patients. Psychology staff serve as Treatment Coordinator for all patients/clients. Updating the Position Description to get the most accurate Position Description on file.

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

This position provides the full range of psychological services necessary for the effective assessment and active treatment of psychiatric patients and developmentally disabled clients who receive inpatient care at the Caro Center. An integral part of this position is to provide input regarding patient progress and program planning and implementation as a member of the Interdisciplinary Treatment Team.

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: Knowledge of mental illness & developmental disabilities. Knowledge of the Mental Health Code. Ability to communicate and work cooperatively with people; ability to perform comprehensive psychological assessments/treatment procedures; ability to organize work and function independently. Demonstrated understanding of the age-specific

characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of and ability to implement confrontation avoidance. Knowledge of infection control. Knowledge of and ability to provide individual and group therapy.

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.

N/A

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

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