

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

Position Code

1. STDDADM1P45N

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
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital and Behavioral Administrative Services
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Child and Adolescent Services
5. Working Title (What the agency calls the position) DIRECTOR OF CLINICAL THERAPY SERVICES	11. Section Clinical Affairs
6. Name and Position Code Description of Direct Supervisor HANUMAIAH BANDLA; SENIOR EXEC PSYCH DIRECTOR	12. Unit Clinical Therapy
7. Name and Position Code Description of Second Level Supervisor MARY SOLKY; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 30901 palmer Rd Westland MI 48186 / 8 am - 4:30 pm

14. General Summary of Function/Purpose of Position

This position manages all clinical therapy services at WRPH- Child and Adolescent Services. The clinical therapy services include psychology, social work, applied behavioral services and occupational therapy. Position also plans, organizes, directs, and controls the work activities and management of the behavioral program/interventions related to the Transition unit and the Developmental Behavior Unit as well as oversight/coordination of behavioral and ABA services in Education program. Position is responsible for managing the day-to-day operations of the clinical therapy services sections, admissions, and placements, including regular staff supervision sessions, development of the section work plans, and staff work assignments. Oversees and acts as Director of pre-doctoral internship program and APA accreditation of the 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

Manage all clinical therapy services, which includes Psychology, Social Work, Applied Behavioral Services and Occupational Therapy.

Individual tasks related to the duty:

- Devise or directs the development of documents, forms, manuals, etc. to facilitate the organization of all clinical therapy services.
- Initiate policy decisions concerning the functioning of clinical therapy services and create/direct policies.
- Represent all clinical therapy services at hospital committee meetings, i.e., Leadership, Medical/Executive Medical staff, Administrative Team, etc.
- Monitors reports reflecting clinical therapy services objectives and needs and guides overall goals.
- Monitors use and maintains quality of evidence based and/or research supported treatment interventions.
- Compiles reports reflecting overall functioning of clinical therapy services.
- Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to clinical therapy services.
- Oversee supervision related to the admission of patients and therapy case assignments.
- Monitors use and maintains quality of evidence based and/or research supported treatment interventions to assure that the following occurs: Development of sensory environments and/or individual and group services to address fine/gross motor skills and sensory issues as well as the oversight of treatment environments (e.g. Comfort Rooms, Sensory Gyms, etc.) and equipment
- Identifies and requests supplies/equipment which are necessary for treatment.

Duty 2

General Summary:

Percentage: 20

Plans, organizes, directs, and controls the work activities and management of the behavioral program/interventions related to the Transition unit and the Developmental Behavior Unit.

Individual tasks related to the duty:

- Responsible for the development and oversight supervision of the behavioral programming and interventions unique to the hospital's transition and developmental behavior units which includes supervision of the transition unit managers and board-certified behavior analysts directing applied behavioral treatments as well as additional clinical professional staff assigned to these units.
- Devise or directs the development of documents, forms, manuals, etc. to facilitate the organization of programs and treatments.
- Initiate policy decisions concerning the functioning of the department and create/direct policies for the service.
- Represent the service at hospital committee meetings, i.e., Leadership, Medical/Executive Medical staff, Administrative Team.
- Monitors reports reflecting departmental objectives and needs and guides overall goals of the programs
- Monitors use and maintains quality of evidence based and/or research supported treatment interventions
- Compiles reports reflecting overall functioning of the programs.

- Facilitate programming that aims to prepare participants for a successful return to community or after-care setting.
- Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program

Duty 3

General Summary:

Percentage: 15

Manages the day-to-day operations of the clinical therapy services sections, including regular staff supervision sessions, development of the section work plans, and staff work assignments.

Individual tasks related to the duty:

- Assigns, reviews and approves work for staff within the Section.
- Provides guidance on work methods and training in the work.
- Provides individual supervision with each staff member of the section on a monthly basis, or more frequently as necessary.
- Keeps current with department requirements contained in federal and state regulations, the mental health code, contract, policy, proposals,
- Conduct monthly section staff meetings, or more frequently as necessary, to assure all staff are updated on priorities.
- Complete performance reviews and service ratings for staff.
- Other duties as assigned.

Duty 4

General Summary:

Percentage: 10

Directs the services of the Child Transition Support Team.

Individual tasks related to the duty:

- Manages the Child Transition Support Team contract.
- Oversee supervision related to the facilitation of secure coordinated, individualized community living arrangements and plans for treatment, supports, and services to successfully maintain youth within a community setting.
- Monitors reports reflecting service objectives and needs.
- Assures that services are coordinated with such entities as Community Mental Health (CMH), schools, juvenile justice, physicians, etc. and that the team provides technical support to these entities for up to a year post hospital discharge.
- Compiles reports reflecting overall functioning of the service.
- Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program.
- Interacts with contractual entity re: vendor performance, matters of personnel, budget.
- Reviews financial reports and approves/disapproves in EGrAMS.

Duty 5

General Summary:

Percentage: 10

Post graduate education and training.

Individual tasks related to the duty:

- Oversight of the APA intern program.
- Seminars and training conferences for trainees
- Development of in-services and seminars for interdisciplinary disciplines
- Maintain APA accreditation of pre-doctoral psychology internship program
- Involvement in the recruitment/selection of psychology pre-doctoral interns and practicum students. Also, maintain liaison with higher institutions of learning and/or educational centers whose students have field placements at WRPB- Child and Adolescent Services.
- Coordinate case conferences for hospital through Staff Education committee
- Participate on Staff Education committee for hospital
- Keep abreast of current advancements in the literature and responsible for the dissemination and distribution of information to relevant professionals of general staff

Research and Professional Development.

- Share responsibility for the development, support, and supervision of research projects within the hospital
- Prepare professional articles as professionally dictated.
- Present research findings at professional meetings
- Attend and participate in professional meetings
- Maintain active standing in professional organizations
- Participate in professional committees.
- Sponsor research facilitated through the State of Michigan IRB.

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

Decisions impacting departmental or hospital policies, procedures, personnel issues, and major issues regarding patient care and departmental functioning.

Decisions that may affect a treatment outcome, such as the type of assessment measures to be utilized or the type of intervention to provide and individual.

Decisions related to the utility and use of developmentally, emotionally, and behaviorally appropriate treatment treatments across multiple hospital services.

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

Major decisions related to overall hospital policy and 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.

Standing, sitting, stooping, speaking with administrators, managers, university contacts, patients and staff, writing, and reading are typical activities. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	PSYCHOLOGIST MANAGER-2 13		CLINICAL SOCIAL WORK MGR-2 13
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?

Oversee the clinical therapy services of the hospital.

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?

WRPH- Child and Adolescent Services provides inpatient services for mentally ill children and their families, who are referred by Community Mental Health agencies in the State of Michigan. The Clinical Therapy Services oversees the administration, program planning, supervision, training, clinical and research development, and management of intervention services as well as to assure coordinated functioning between services.

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 any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.; Four or more years of experience as a licensed psychologist or clinical social worker, preferred.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of current theories, practices, and trends in the field of behavioral health.

Thorough knowledge of administrative, training, and supervisory techniques.

Ability to instruct, direct and evaluate employees.

Ability to interpret treatment programs to relative and staff.

Ability to coordinate the activities of the facility's clinical services.

Ability to provide leadership to clinical and administrative personnel.

Ability to communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Licensed as a psychologist or clinical social worker, preferred.

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.

Felishia Williams

8/28/2024

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