

## 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> MICHIGAN VETERAN HOMES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Veteran Homes
<b>4. Civil Service Position Code Description</b> Clinical Social Worker-E	<b>10. Division</b> Michigan Veterans Home of Chesterfield Twp.
<b>5. Working Title (What the agency calls the position)</b> Clinical Social Worker	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MANNING, JENNIFER M; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ROLSTON, STEVEN V; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 47901 Sugarbush Road Chesterfield, MI 48047 / Monday-Friday 8 AM - 4:30 PM
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The function/purpose of this position is to provide clinical social work and counseling services for assigned members, often who have a Mental Health Axis I diagnosis; to ensure members displaying undesirable behaviors are managed effectively and skillfully; to provide individual, group, and family counseling with the ability to make independent clinical judgment; to promote a change in behavior towards abstinence and prevention of alcohol and/or drug abuse; to meet with staff from other disciplines or service areas to resolve problems, to integrate and coordinate activities and responsibilities; to mediate issues that arise among members, families and staff; and to assure a multidisciplinary approach to member care.</p> <p>The MVH of Chesterfield Twp. Provides skilled and long term care for 128 members.</p> <p>A significant number of these members have a substantial cognitive, thought and mood disorder which significantly impairs judgment, behavior, and capacity to recognize reality or ability to cope with ordinary demands on life.</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**

Provide social work and counseling services for assigned members.

**Individual tasks related to the duty:**

- Provides individual and/or group work treatment and social casework for residents and their families.
- Provide suicide and crisis risk assessments and interventions.
- Conduct mental health pre-screening.
- Ensure the members displaying undesirable behaviors are managed effectively and skillfully in compliance with State and VA regulations.
- Educating staff through an interdisciplinary approach using the principles of least restrictive interventions when handling or addressing members who exhibit inappropriate or disruptive behaviors.
- Coordinate psychological testing and other clinical interventions as needed.
- Individual, group, and family counseling will be made available on an "as needed" basis or as recommended from the assigned physician or unit treatment team, with the ability to make independent clinical judgment.
- Testify at Probate Court Family Division hearings that the member could seriously physically injure him/herself and/or injure another person; and/or has a substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demand of life.
- Provide referrals to Probate Court for Guardianship and/or Conservator appointment when members who do not have a designated Patient Advocate or DPOA for Health Care becomes severely mentally or medically unstable and cannot make informed decisions about treatment issues or interventions and testify as the expert clinician.
- Evaluate and design a treatment plan which promotes a person centered planning, thinking.
- Provide referrals for psychiatric and substance abuse treatment (as needed) with Community Health agencies, VA Outpatient Clinic/hospital, and other treatment programs.
- Monitor member behaviors and coordinate monthly behavioral health unit meetings.
- Maintain member safety standards.

**Duty 2**

**General Summary:**

**Percentage: 25**

Enhance the psychosocial functioning of the members.

**Individual tasks related to the duty:**

- Help members and families cope with the immediate effects of the decision to move into the long term nursing care facility.
- Orient members and families to the facility, services offered and member rights and responsibilities.
- Empower members through person centered planning and enable maximum member choice in matters affecting them.
- Enable social functioning using individual, group and family treatment interventions.
- Mediate issues that arise among members, families and staff.
- Ameliorate emotional distress of members and families.

**Duty 3**

**General Summary:**

**Percentage: 15**

Serves as liaison between the members, families and staff.

**Individual tasks related to the duty:**

- Meets with key staff from other disciplines or service areas to resolve problems and to integrate and coordinate activities and responsibilities using person centered planning.
- Investigate missing items, concerns and allegations of abuse.
- Communicate the members' and/or families' problems, questions, complaints and concerns to appropriate staff members.
- Explains policies and procedures to members and/or families, and refers them to the proper services required.
- Educates staff on humanizing members' treatment and/or confinement.
- Serve as liaison for the Member Council government.
- Coordinate rehabilitation and training programs for members who want to participate in seeking employment.
- Provide linkage with appropriate community resources by maintaining knowledge of other systems, making referrals and identifying unmet needs.
- Coordinate initial and quarterly care conference member meetings.
- Participate in mobilizing resources in the community, maintaining cooperative working relationships with community agencies, organizations and institutions.
- Coordinate discharge planning with interdisciplinary team (IDT), member, and other resources as member requests/agrees with Coordination of Hospice.

**Duty 4****General Summary:****Percentage: 25**

Perform charting and documentation as necessary.

**Individual tasks related to the duty:**

- Generate accurate and timely Minimum Data Set with resident assessment protocols (RAPs) for initial, quarterly, annual and significant change assessments.
- Prepares initial, quarterly and annual psychosocial assessments.
- Formulate person centered treatment plans and follow up quarterly.
- Provide a discharge summary and share with member or guardian/durable power of attorney (DPOA) if active.
- Document significant and/or problematic incidents in a timely manner.
- Report activity for billing and reimbursement purposes.
- Provide Petition/Application for Hospitalization regarding psychiatric hospitalizations (involuntary commitment).
- Complete 10% quarterly random member customer surveys.
- Sustain an internal member chart auditing system.
- Create monthly reports for Social Service Director to include: abuse reports, missing items/concern reports, behavior reports, and admission/discharge reports.

**Duty 5****General Summary:****Percentage: 10**

Performance of other essential functions related to this classification.

**Individual tasks related to the duty:**

- Serves as a key member of the interdisciplinary unit team, working with other disciplines in diagnosing problems, formulating treatment plans, and evaluating progress. Attend daily round-up meetings.
- Work in partnership with other disciplines, including top level administration, in developing special programs as they relate to member care issues.
- Participate in continuing education to enhance professional growth, development and competency.
- Establishes cooperative and collaborative working relationships. Assures a multi-disciplinary approach to member care.
- Monitor Federal and State Nursing Home Care rules and regulations for impact on the members.
- Evaluate the practices of services rendered to members and families.
- Work with the administration and other departments toward improving work policies and procedures.
- Provide field instruction for graduate level social work students.
- Train and consult other staff and volunteers of the psychosocial needs of the members and families in order to increase their level of sensitivity.
- Complete all mandatory training as required by DJJHV and Federal and State regulations.
- Complete any and all other assignments as directed that are associated with this classification and Social Services Department.

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

- Providing suicide and crisis risk assessments and interventions.
- Educating staff through an interdisciplinary approach using the principles of least restrictive interventions when handling or addressing members who exhibit inappropriate or disruptive behaviors.
- Training and consulting other staff and volunteers of the psychosocial needs of the members and their families.
- Formulating treatment plans as they relate to member care needs.
- Providing individual, group, marital and family counseling.
- Coordinating psychological testing.
- Determining what community resources are most pertinent for a crisis.
- Mediating issues/concerns that arise among members, families and staff.

Effects of those decisions:

- Members become empowered; enable maximum choice in matters affecting them.
- Staff and volunteers level of sensitivity is increased by training and consultations.
- Supports and enhances efficient and effective operations within the Social Work Department.
- Promotes a supportive environment helping members achieve their highest potential of independence, self-worth, wellness and dignity.
- Positive consequences of the decisions help achieve excellence in the provision of continuous clinical social work practices.

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

When all options are exhausted, supervision for further direction, when considering a change that would affect other areas/departments' policy and/or procedure, when the health and safety of a member is in question, when actions may conflict with the MVH of Chesterfield Twp.'s vision, values or mission, when actions may conflict with Federal, State and/or local rules, regulations and/or standards.

**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.**

Physical Activities – Walking, sitting, climbing stairs and standing with low intensity. Moderate periods of work on the computer. It can be very stressful as you are dealing directly with confused, combative and easily agitated members for eight hours per day. Conditions/Hazards – Physically aggressive or assaultive members as the result of unstable cognitive functioning, psychiatric condition and/or under the influence of chemical substances (alcohol/drugs). Frequency is occasionally, but varies with each member's functioning level. Contact occurs daily with members who have diseases, illnesses and contagious infections.

**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?**

Position description adequately details duties and responsibilities.

**23. What are the essential functions of this position?**

The function/purpose of this position is to provide clinical social work and counseling services for assigned members, often who have a Mental Health Axis I diagnosis; to ensure members displaying undesirable behaviors are managed effectively and skillfully; to provide individual, group, and family counseling with the ability to make independent clinical judgment; to promote a change in behavior towards abstinence and prevention of alcohol and/or drug abuse; to meet with staff from other disciplines or service areas to resolve problems, to integrate and coordinate activities and responsibilities; to mediate issues that arise among members, families and staff; and to assure a multidisciplinary approach to member care.

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A significant number of these members have a substantial cognitive, thought and mood disorder which significantly impairs judgment, behavior, and capacity to recognize reality or ability to cope with ordinary demands on life.

**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 work area is to provide continuous clinical social work services to meet the psychosocial and emotional needs of the 128 members, and their families, guardians, and significant others. The position is responsible for the provision of clinical social work practice through individual, group, and family counseling, within the framework of the multi-disciplinary team process.

**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 social work.

**EXPERIENCE:**

**Clinical Social Worker 9**

No specific type or amount is required.

**Clinical Social Worker 10**

One year of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker 9.

**Clinical Social Worker P11**

Two years of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker, including one year equivalent to a Clinical Social Worker 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have thorough knowledge of the characteristics and social aspects of mental and emotional disturbance and developmental disabilities; of the basic services underlying social work, such as psychology, sociology and economics; of the principles, procedures, techniques and trends of clinical social work; of various areas of social work including group, family and marital counseling, consultation and education; and of current trends in mental hygiene, public welfare, and Federal and State programs in these fields.

Must demonstrate the ability to collaborate and share social work knowledge and skills with the treatment team; work with elderly people in crisis; to make independent clinical judgment for solutions in situations that are not amenable to routine procedures; to establish and maintain a rapport with members and their families; and to obtain accurate social data and records such data systematically.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registration as a social worker by the Michigan Board of Examiners of Social Workers.

Possession of a license as a limited or full master's social worker 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.***

HANNAH GROVE

1/26/2021

\_\_\_\_\_  
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