

## 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> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Treatment Services
<b>5. Working Title (What the agency calls the position)</b> State Administrative Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> KULP OSTERLAND, KIMBERLY D; PSYCHIATRIST DIRECTOR-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / Monday - Friday, 8:00am - 4:30pm
<b>14. General Summary of Function/Purpose of Position</b> This position functions as the administrative manager over Clinical Social Workers assigned to Evaluation Services at the Center for Forensic Psychiatry (CFP) performing competency, criminal responsibility, and competency restoration evaluations and issue reports to the courts and associated personnel. This position is the Lead Member of the Not Guilty By Reason of Insanity (NGRI) Committee, participates in Risk Management of NGRI Patients, provides centralized collaboration and communication with Community Mental Health agencies and serves as the Liaison for the NGRI Committee.	

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: 40**

This position functions as the administrative manager over Clinical Social Workers assigned to Evaluation Services at CFP performing competency, criminal responsibility, and competency restoration evaluations and issue reports to the courts and associated personnel.

**Individual tasks related to the duty:**

- Supervise and manage Clinical Social Workers as well as support staff, including Department Tech and Department Analyst for the NGRI Committee at the CFP.
- Establish standards, policies and procedures, monitoring, and directing social work service delivery to ensure maximum services are provided to patient by social workers.
- Assign, coordinate, and outline the work methods of subordinate employees directly and/or through lower level supervisors.
- Works with various department administrators in improving work policies and procedures.
- Ensure documentation standards are met.
- Ensure compliance with Joint Commission and CMS standards and other regulatory agencies.
- Ensure that all DHHS and agency policies, procedures, and regulations are followed by all supervisees.
- Ensure proper labor relations and conditions of employment are maintained.
- Compile departmental reports, including performance improvement reports.
- Ensure timely submission of reports to courts.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Ensure positive working relations with community agencies, schools, and courts.
- Provide consultation to other institutions on forensic programs and mental health issues.
- Oversee training of new employees, including monitoring the process for employees becoming a Certified Forensic Examiner.
- Other duties as assigned.

**Duty 2**

**General Summary:**

**Percentage: 30**

Lead Member of the NGRI Committee.

**Individual tasks related to the duty:**

- Serve as key member of the NGRI Committee.
- Obtain and demonstrate strong understanding of the patients at the CFP, thus allowing the NGRI Committee to follow patients more effectively.
- Participate in Departmental Designee interviews related to discharge planning/readiness.
- Participate in Direct Community Placement Program (DCPP) interviews related to discharge planning/readiness.
- Facilitate and/or oversee NGRI group programming designed to assist patients in discharge preparation and understanding the Committee's role when in the community.
- Triage all requests to the NGRI Committee from treatment teams and patients for urgency of request and needed response.
- Ensure relevant patient history not readily available is retrieved and prepared for the meeting to aid decision-making.
- Prepare agenda for weekly meeting with summary of each request or query related to individual NGRI patient.
- Assign patient information to appropriate NGRI Committee member (e.g. assign to member with good knowledge of individual patient, patient medication question given to psychiatrist member, etc.).
- Formulate detailed NGRI Committee responses to treatment team requests, queries, and problems. NGRI responses are very detailed and clinically nuanced.

**Duty 3**

**General Summary:**

**Percentage: 20**

Participate in Risk Management of NGRI Patients.

**Individual tasks related to the duty:**

- Maintain list of complex patients and patients who may require increased monitoring or intervention.
- Maintain closer monitoring of Departmental Designee patients in the system
- Provide enhanced monitoring
  - Participate in meetings and check-ins with treatment team/AFC.
  - Spends more time asking questions, reviewing data
  - Tracks/monitors Court Order of NGRI patients
    - Potentially go to court hearings or ensures member of the Committee can attend
    - Ensures NGRI Committee recommendations are sent to court prior to a hearing
- Identify and escalate circumstances where Community Mental Health Agencies (CMHs) are not adhering to Mental Health Code or State Hospital Administration (SHA) -Contractual obligations
  - Examples: CMH doesn't think a patient needs an ongoing order and doesn't notify us or consult in a timely manner, not receiving requisite 30/90 Day reports, etc.
  - Many CMHs notify us that they will not be repetitively for AOT without sufficient notice or prior consultation. To address this, this role could sufficiently follow up on deadlines, paperwork
    - Ensure notice to Committee is given at least 1 month prior to expiration
    - This role could provide increased monitoring of agencies not complying with NGRI contractual obligations. Ensure proper follow-up and documentation is completed (send out a formal notice each time contract is not followed as a reminder)
    - Track contract "violations" by the CMHs so that we would have this data to review with the CMH leadership
    - Evaluate data to determine patterns among CMHs. Identify education/training/consultation needs
    - Provide input to aid in SHA-CMHSP contract development needs

**Duty 4**

**General Summary:**

**Percentage: 10**

Centralized Collaboration and Communication with CMHs and serve as Liaison for NGRI Committee.

**Individual tasks related to the duty:**

- Quickly identify issues/problems with NGRI patients
  - Review with NGRI Committee
  - Triage, coordinate, and attend meetings as needed with treatment team to identify plans to best mitigate risk
- Conduct regular meetings with CMH agencies to discuss NGRI consumers and general NGRI procedures
- Conduct regular meetings with forensic liaisons at regional hospitals
- Identify issues with patients proactively (issues the CMH doesn't tell us about)
- Provide training to CMH and state hospital staff:
  - Assist in helping teams understand the importance of identifying and obtaining the salient information to place in correspondence and requests to the Committee
- Maintain an up-to-date detailed website or newsletter to aid in training and education of providers across the state.
- Monitor, review and triage email or phone correspondence that comes in throughout the week between NGRI meetings that may require quick intervention
- Assist in navigating emergent/urgent issues
- Regularly attend meetings, hearings, patient interviews and evaluations as consultant and liaison to:
  - State Hospital Administration
  - DHHS/State Hospital Administration Departmental Designee
  - Judges, Corporation Counsel, attorneys in probate courts for all Michigan counties
  - Psychiatrists, social workers, administrators at Community Mental Health Agencies and their contracted providers within the state
  - Office of Recipient Rights
  - State Hospital Administration Legal Department
  - County Jail psychiatric providers and administration
  - Community hospital and Emergency Department psychiatric providers and administration
  - State prison mental health providers and administration, parole officers

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

Supervisory decisions of direct reports.

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

Changes in procedure.

Any emergent safety issue related to an NGRI patient.

**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.**

Minimal physical effort is needed. The position will require meeting routinely with forensic psychiatric patients who can at times be unpredictable and violent.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
BROCK, DEBORAH L	DEPARTMENTAL TECHNICIAN-E E9	GARVIN, ASHLEY	MENTAL HEALTH SOCIAL WORKER-E P11
DELEONARD, MORGAN E	CLINICAL SOCIAL WORKER-A 12	LISTON, REBECCA R	CLINICAL SOCIAL WORKER-E P11
COLEMAN, SAMANTHA C	CLINICAL SOCIAL WORKER-E 9	KORWEK, DANA C	CLINICAL SOCIAL WORKER-A 12
CRAPKO, FLORA	CLINICAL SOCIAL WORKER-E P11	ROBERTS, KARALYN	CLINICAL SOCIAL WORKER-E 10

**Additional Subordinates**

Departmental Analyst-E - to be established

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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?

Management prepared.

23. What are the essential functions of this position?

Serve as key member of the NGRI Committee, reviewing and triaging all correspondence and requests to the Committee, prepare official responses of the NGRI Committee, participate in risk management and monitoring of NGRI patients, regularly liaise on behalf of the NGRI Committee with State of Michigan officials, courts, Community Mental Health Agencies, community psychiatric providers, families, and others.

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 work area relates to forensic patient functions, including evaluations of competency and criminal responsibility and management and supervision of NGRI Committee functions in the state hospitals and coordination of care and supervision with providers and teams in the community in accordance with state laws and administrative rules.

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.

**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:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge and understanding of violence risk assessments.
- Working knowledge or experience with Avatar, MS Word, MS Excel, violence risk assessments.
- Advanced knowledge of the Community Mental Health system
- Advanced knowledge of the Michigan Mental Health Code
- Demonstrated ability to critically analyze and resolve problems.
- Advanced written and verbal communication skills.
- Demonstrated ability and experience managing multiple tasks and responsibilities.
- Experience providing mental health services to a forensic population.
- Proven experience working with a diverse population to achieve agency/organizational goals.

*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:**

None.

**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.***

EMILY WILLIAMS

2/19/2026

\_\_\_\_\_  
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