

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-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description SECRETARY-A	10. Division WRPH-Child and Adolescent Services
5. Working Title (What the agency calls the position) Secretary 9	11. Section
6. Name and Position Code Description of Direct Supervisor JAYASUNDERA, GEETHANI R; PSYCHIATRIST MANAGER-1	12. Unit Psychiatry
7. Name and Position Code Description of Second Level Supervisor BANDLA, HANUMAI AH; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / Monday - Friday; 8 am - 4:30 pm
14. General Summary of Function/Purpose of Position This position functions as a management assistant to the Psychiatrist Manager for Walter Reuther Psychiatric Hospital-Child and Adolescent Services. These duties include managing office communications and facilitating key tasks for the Psychiatry Department. This position will also provide secretarial/administrative support to Director of Medical Services, Chief of Psychiatry and back up support to Clinical Affairs Department for Walter Reuther Psychiatric Hospital-Adults.	

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**

Serves as a management assistant to the Psychiatrist Manager through support of activities for Child and Adolescent Services.

Individual tasks related to the duty:

- Reviews and screens incoming correspondence, maintaining confidentiality of material; determines how and where it should be directed.
- Prioritizes information and materials and maintains confidentiality related to the Psychiatrist Manager.
- Compose correspondence, responds to incoming letters, calls, visitors, keeping in mind department and agency policies.
- Reviews, edits and finalizes supervisor's responses to correspondence, as assigned.
- Proofreads all typed materials and correspondence for accuracy, correcting errors.
- Serves as a liaison between management and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
- Received and screens correspondence, handling mail that does not require supervision and reroutes all other mail to appropriate staff.
- Prepares and posts sign-in sheets prior to start of pay period. Retrieve completed sign-in sheets following pay period and file.
- Extracts pertinent data from EMR and provides Psychiatry Manager with detailed reports utilizing Excel spreadsheets and graphs as requested.
- Assists in the development of the on-call monthly schedule for the residents, moonlighters, pediatricians and attending psychiatrists.

Duty 2

General Summary: **Percentage: 25**

Provide secretarial/administrative assistance support to the Child and Adolescent Psychiatrists and Pediatrician.

Individual tasks related to the duty:

- Performs Psychiatry Department timekeeping and assists with notification regarding daily psychiatry and pediatric coverage.
- Prepares agendas for psychiatry departmental meetings and takes and distributes minutes. Assists with other meetings as directed by administration.
- Develops a monthly list of annual assessments required to be completed by the psychiatrists and pediatricians.
- Prepares Quarterly peer review assignments and files when completed.
- Coordinates office management activities by establishing and maintaining electronic and paper filing systems; develops forms and standards for office and correspondence; determines needs and orders supplies, coordinates equipment repair/replacement with IT dept as necessary.
- Coordinates calendar and schedules meetings utilizing Outlook and Microsoft Teams.
- Utilizes the computer extensively to prepare and edit a wide variety of documents, utilizing Microsoft Word, Microsoft Excel, Outlook, AVATAR and a variety of other programs.

Duty 3

General Summary: **Percentage: 25**

Coordinates all activities of and serves as liaison for the residency rotations of both the adult and child and adolescent psychiatry residents at WRPH

Individual tasks related to the duty:

- Serves as liaison – Coordinates the yearly schedules for several residency programs; maintains good working relationship.
- Collects, verifies, and maintains onboarding credential paperwork, coordinates with HR for background checks.
- Prepares and coordinates orientation schedules for incoming general psychiatry residents and/or children and adolescent psychiatry residents.
- Arranges for resident assignment, schedule coordination, and desk space.
- Coordinates with training department to schedule onboarding orientations, CPI training, CPR, etc.
- Coordinates Annual Mock Boards for child and adolescent Psychiatry in May each year.
- Prepares various learning materials for new residents such as EMR templates, policies, etc.
- Submitting requests for initiating and deactivating AVATAR profiles in Avatar and State of Michigan Access, notifying the Safety and Training Department when new resident and/or fellowship rotations will start.
- Assists with coordinating residents' departure-arranging exit survey.
- Assist in coordinating and notifying Psychiatrist Manager regarding the schedule for Child Psychiatry Fellowship interviews and PEC meeting schedules.
- Ordering of textbooks and assisting with curriculum creation alongside Chief Psychiatrist/Psychiatry Manager.

Duty 4**General Summary:****Percentage: 15**

Provide secretarial/administrative assistance support to the Adult Director of Medical Services and Adult Chief of Psychiatry as needed.

Individual tasks related to the duty:

- Assist Director of Medical Services in gathering data for reports.
- Assign medical physician coverage when physicians are absent once approved by Director of Medical Services.
- Prepares and distributes staff meeting agendas and meeting minutes for the Medical Services Department monthly staff meetings, Physical Rehabilitation Department quarterly staff meetings, and Infection Control monthly staff meetings.
- Assign quarterly Peer Review assignments to the medical physicians and psychiatrists.
- Mails consent correspondence to the guardians and documents in AVATAR.
- Prepares and posts sign-in sheets prior to start of pay period. Retrieve completed sign-in sheets following pay period and file.
- Develops a monthly list of annual assessments required to be completed by the psychiatrists and physicians.
- Schedules virtual meetings utilizing Microsoft Teams or ZOOM.
- Schedules rooms for meetings.

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

Serves as CME Coordinator/ Liaison for WRPB Adult and the WRPB Child and Adolescent Psychiatry Continuing Medical Education Program and WSU GME OFFICE.

Individual tasks related to the duty:

- Gathers information and completes CME applications/recertification packets for the both the WRPB Adult and WRPB Child and Adolescent Psychiatry Journal Club, Major Conferences, Case Conferences, and Special Lecture Series for submission to the WSU/CME Office on an annual basis.
- Coordinates all CME activities-reserving rooms/scheduling on TEAMS, preparing flyers, and all other pertinent correspondence.
- Obtain and send CME code to all attendees, help set up initial transcript for logging CMEs.

Duty 6**General Summary:****Percentage: 5**

Provides secretarial support and back-up coverage to Clinical Affairs Department as needed.

Individual tasks related to the duty:

- Provide back-up coverage to the Chief of Clinical Affairs and the Clinical Affairs Office during meetings or absences.
- Provide secretarial support as needed.

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

- Makes independent decisions when prioritizing daily work.
- Directs callers/visitors, inform them of proper procedure or direct to appropriate staff; directly impact visitor relations.
- Screens incoming calls and mail, determine level of response needed. Determine appropriate immediate response, as needed.
- Schedules meetings and meeting rooms that directly impact workflow.

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

- The handling of any calls/correspondence related to legal issues.
- Authorization to procure office supplies, training materials and equipment.
- Decisions that require supervisory support.

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.

Position requires sitting, walking, bending, lifting, and stretching. No hazardous materials nearby (except toner in printer/copier, cleaning products used by Housekeeping).

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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

23. What are the essential functions of this position?

Providing secretarial/administrative support to the Child & Adolescent Psychiatry Manager, Director of Medical Services and Adult Chief of Psychiatry.

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

The duties/responsibilities of this position now include coordination of the Residency Program for both Child and Adolescent Services and Adults, serves as the CME coordinator and liaison assignments and provides back-up coverage for the Clinical Affairs Dept-Adults.

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

The Child & Adolescent Psychiatrist Manager's Office is responsible for the clinical program planning, organizing, directing, and coordinating treatment for emotionally impaired and mentally ill children, adolescents and adults. This position assists the Child & Adolescent Psychiatrist Manager, Director of Medical Services and Adult Chief of Psychiatry by providing administrative assistance and support services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 9

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

OR

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Knowledge of the mission of Department/Hawthorn Center and policies and procedures.
- Considerable KSAs of management viewpoints and responsibilities.
- Ability to exercise confidentiality, diplomacy, and judgment in providing information.
- Word processing, typing, dictation, transcription, spread sheets, and filing.
- Considerable knowledge of prioritizing, following up, and a well-organized manner.
- Correct English usage, spelling, and punctuation.
- Knowledge of medical terminology and child/adolescent psychiatric hospital functions.
- Ability to compose letters and correspondence.
- Ability to manage a varied workload, meet deadlines, and maintain composure in stressful situations.
- Possesses basic computer skills.

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.

None

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

FELISHIA WILLIAMS

11/6/2024

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