

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

Position Code 1. STUDASTEL05R

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-WALTER P. REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospitals and Behavioral Health Administrative Operations
4. Civil Service Position Code Description Student Assistant-E	10. Division WRPH
5. Working Title (What the agency calls the position) Psychology Extern	11. Section Patient Services
6. Name and Position Code Description of Direct Supervisor MEDOFF, LISA A; PSYCHOLOGIST MANAGER-3	12. Unit Psychology
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; 36 hours per week
14. General Summary of Function/Purpose of Position This is a supervised intern level psychologist position. It requires advanced training in comprehensive psychological assessment and treatment/interventions. Responsibilities, in a learning capacity, include psychological testing, provision of individual, group and family therapy, development of behavioral treatment plans and active functioning within a multidisciplinary team setting.	

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: 30**

Supervised Comprehensive Psychological Assessment

Individual tasks related to the duty:

- Administration, scoring, and interpretation of psychological tests
- Written report of test results
- Oral report of test results to treatment team members and others o Interns will perform formal psychological test batteries on children and adolescents presenting in an inpatient setting. o Interns will use the DSM-IV to generate diagnostic formulations. o Interns will participate in supervision and seminars devoted to assessment issues that will also periodically involve presentation of diagnostic evaluations and ongoing case material in team conferences.

Duty 2

General Summary: **Percentage: 40**

Supervised provision of psychotherapy and treatment in an inpatient child and adolescent psychiatric hospital setting.

Individual tasks related to the duty:

- Individual Psychotherapy
- Group Therapy
- Family Therapy o Intern will share a diverse caseload of five to eight patients with their assigned supervisor. o Intern will conduct individual and group psychotherapy with children and adolescents in inpatient treatment with groups varying by age, gender, and presenting problems. o Intern will identify intervention techniques that are uniquely promising with high-risk, diagnostically complex children, adolescents, and families. o Intern will apply family systems theories and techniques to their work with the families of children and adolescents in an inpatient setting. o Interns will apply either manual based child management training or a hybridization of various techniques in providing child management training to parents. o Interns will participate in supervision focusing on individual psychotherapy, group, and family therapy. o Intern will participate in planning conferences with an inter-disciplinary team comprising psychology, psychiatry, social work, nursing, special education, community mental health, and social service agency. o Interns will maintain regular communication and consultation to professionals and agencies involved in the continuum of care in order to facilitate person-centered treatment and discharge planning.

Duty 3

General Summary: **Percentage: 15**

Active participation in all required trainings and seminars.

Individual tasks related to the duty:

- Interns will discuss ethical and professional issues pertaining to their internship activities in supervision. o Intern will obtain certification in Trauma Focused-Cognitive Behavioral Therapy o Intern will participate in seminars, conferences, and a Journal Club in which professional literature is applied to clinical practice with challenging patient populations. o Intern will utilize Medical Library and on-line resources to investigate the empirical bases of clinical interventions. o Intern will present findings in seminars and/or case conferences. o Intern will participate in Psychology Departmental staff meetings.

Duty 4

General Summary: **Percentage: 13**

Supervised Milieu and Behavioral Consultation/Intervention

Individual tasks related to the duty:

- Intern will consult with interdisciplinary living area teams regarding milieu interventions for their assigned patients. o Intern will attend weekly living area team meetings focusing on milieu treatment issues. o Intern will develop behavioral treatment plans in consultation with treatment team members when indicated. o Intern will receive training in Safety-Care Intervention and will apply this training to help defuse crisis situations in the milieu. o Intern will receive daily supervision in milieu issues from their psychology supervisor as well as from the living area psychiatrist on the unit to which they are assigned.

Duty 5

General Summary: **Percentage: 2**

Hospital organization medical record keeping requirements.

Individual tasks related to the duty:

- Intern will follow administrative procedures and requirements regarding organizing work, setting priorities, and completing paperwork per Hospital and Psychology Departmental policies.

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

The student intern in this position will be supervised by a staff psychologist. The student may make process decisions such as when and where to render psychological assessment or therapy.

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

Decisions that may affect a treatment outcome, such as the type of assessment measure to be utilized or the type of psychotherapy/treatment to provide an individual, will be decided on a case by case basis with the supervisor.

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. 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.

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?

New position created by supervisor.

23. What are the essential functions of this position?

- Interns will perform psychological test batteries on children and adolescents
- Interns will have a caseload of four to six inpatients
- Interns will conduct group psychotherapy with children and adolescents in treatment
- Interns will consult with interdisciplinary living area teams regarding milieu interventions for their patients in treatment
- Interns will attend weekly living area team meetings focusing on milieu treatment issues for patients
- Inpatient will participate in individualized treatment planning conferences.
- Interns will maintain regular communication and consultation to professionals and agencies involved in the continuum of care in order to facilitate person-centered treatment and discharge planning
- Interns will participate in seminars, conferences and Journal Club

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?

To facilitate treatment and assessment through the psychology department which is part of the Hospital Clinical Department that functions to provide treatment with children, adolescents, and their families in a psychiatric inpatient setting.

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

EDUCATION:

Minimum: Current enrollment in clinical psychology program.. Desired: Advanced standing in a doctoral level clinical psychology program; able to meet requirements to participate in the Association of Psychology Postdoctoral and Internship Center (APPIC) application process

EXPERIENCE:

Minimum: Master's Degree plus practicum experience. Desired: Evidence of pre-doctoral level practicum experience focused on psychological assessment and treatment interventions

KNOWLEDGE, SKILLS, AND ABILITIES:

Skills consistent with an advanced pre-doctoral level trainee in the provision of clinical intervention and assessment services.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

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.

The Student Assistant position(s) allows the agency to provide students in a doctoral-level program with an internship/training through the agency's APA-approved program to facilitate treatment and assessment. The interns are under direct supervision by the psychology department which is part of the Hospital Clinical Department that functions to provide treatment with children, adolescents, and their families in a psychiatric inpatient setting.

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

Felishia Williams

10/10/2016

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