

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

Position Code
1. MNHSWKREA12R

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 DOC-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Healthcare Services
4. Civil Service Position Code Description Mental Health Social Worker-E	10. Division CFA
5. Working Title (What the agency calls the position) Mental Health Social Worker-E	11. Section Healthcare
6. Name and Position Code Description of Direct Supervisor TURNER, ELIZABETH J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TURNER, ELIZABETH J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Women's Huron Valley 3201 Bemis Rd-Ypsilanti MI / 8 a.m. to 4:30 p.m. – Monday through Friday

14. General Summary of Function/Purpose of Position

Prepares needs assessments for offenders paroling or discharging to the community and in need of case management services with emphasis on Medicaid benefits. Provides medical social work consultation assessing for and assisting with application for Medicaid and other benefit programs for these offenders. Liaison activity with offender's family and friends, state and outside agencies, and MDOC colleagues with custody, healthcare and parole as required. Attends meetings, participates in case conferences. This is a test designated position, functioning within the security perimeter of a correctional facility and will have over 50% direct contact with prisoners

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: 50

For offenders being released/paroled who have limited medical and/or behavioral health needs, develop materials describing Medicaid benefits and how to access services.

Individual tasks related to the duty:

- Reviews offender's medical file and pre sentence investigation to determine if offender is eligible for Medicaid benefits.
- Prepares packet of records from the electronic medical record, prison records and outside providers
- Interviews offenders and obtains offender's signature on claim forms and releases
- Completes claim forms and submits to appropriate agencies and assists with the Medicaid process.
- Develops materials describing Medicaid benefits, ensures materials are customized for offender's community.
- Provides assistance to offenders and relatives in locating and taking advantage of any relevant Medicaid services.
- Records dates of applications and dates of approvals or rejections
- Communicates with offender, family and case managers or other appropriate persons regarding status of applications
- Records Medicaid numbers in OMNI
- Works with MPRI programs as needed.

Duty 2**General Summary:****Percentage:** 40

Build processes for discharge planning for offenders being released/paroled who have significant medical and/behavioral health needs.

Individual tasks related to the duty:

- Reviews offender's medical file and pre sentence investigation to determine if offender qualifies for Medicaid benefits.
- Notify health plan of impending release and Medicaid eligibility.
- Process for health plan "in-reach" to inmate.
- Assists with discharge planning by ensuring the offender is linked with the appropriate resources prior to release.
- Secure release of information and send completed needs assessment to case management organization in timely and agreed upon manner.
- Transfer medical records and treatment plan to outside providers
- Consult with primary care or mental health providers where appropriate.
- Provide supporting documentation to case management organization.
- Ensure integration with behavioral health system where appropriate.
- Educate parole officer about offender's needs, ensuring the understanding of significant special needs.
- Connect parole office to health plan and behavioral health provider.
- Document discharge plan details and provide to offender prior to release.

Duty 3**General Summary:****Percentage:** 5

Maintains records and prepares verbal and written reports and correspondence related to the work.

Individual tasks related to the duty:

- Prepare monthly and other period reports
- Maintain case notes
- Prepare correspondence as necessary for Medicaid service providers.
- Prepare any special reports as requested by the Social Work Manager.

Duty 4**General Summary:****Percentage:** 5

Attends meetings, trainings and care conferences as required

Individual tasks related to the duty:

- Participate in scheduled care conferences.
- Attend monthly Social Work staff meetings.
- Attend other meetings as requested by Social Work Manager.
- Participate in relevant trainings, conference calls, webinars related to eligibility, pre-release planning, and other associated topics.

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

Most decisions made in the position are based upon clinical knowledge, knowledge of the Medicaid program, and experience as a professional. Offenders, and families are affected by the decisions that are made.

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

Any decision which is not clearly defined by Michigan Department of Corrections policies and procedures, The Social Work Procedures Manual, The Employee Handbook of Work Rules and/or Code of Ethics of the National Association of Social Workers

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.

Mobility to visit offenders and families in various locations within the facility and to travel to meeting sites at other facilities

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

NA

23. What are the essential functions of this position?

Prepares needs assessments for offenders paroling or discharging to the community and in need of case management services with emphasis on Medicaid benefits. Provides medical social work consultation assessing for and assisting with application for Medicaid and other benefit programs for these offenders. Liaison activity with offender's family and friends, state and outside agencies, and MDOC colleagues with custody, healthcare and parole as required. Attends meetings, participates in case conferences.

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

Increased emphasis on Medicaid benefit applications and discharge planning.

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

The work area is all facilities within the Michigan Department of Corrections that house-offenders

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 social work or possession of a bachelor's degree in social services, social psychology, or sociology with a concentration in social work.

EXPERIENCE:

Mental Health Social Worker 9

No specific type or amount is required.

Mental Health Social Worker 10

One year of professional experience providing case coordination services equivalent to a Mental Health Social Worker 9.

Mental Health Social Worker P11

Two years of professional experience providing case coordination services equivalent to a Mental Health Social Worker, including one year equivalent to a Mental Health Social Worker 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the various areas of social work, including group work, community organization, consultation, education, and research.

Knowledge of the characteristics and social aspects of mental and emotional disturbances and developmental disability.

Knowledge of the scope and activities of local and private health and welfare agencies and community organizations.

Knowledge of mental health education and in-service training techniques.

Ability to make independent clinical judgments.

Ability to obtain accurate social data, to record such data systematically, and to write clear, accurate, and concise reports.

Ability to establish and maintain the confidence and cooperation of others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Mental Health Social Worker 9

Eligibility for registration by the Michigan Board of Examiners of Social Workers as a social work technician, or as a social worker is required at the time of appointment.

Mental Health Social Worker 10-12

Registration by the Michigan Board of Examiners of Social Workers as a social work technician, or as a social worker is required at the time of appointment.

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.

NA

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

7/3/2019

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