

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

Position Code

1. ACTHMGR2A12N

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-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center for Forensic Psychiatry
4. Civil Service Position Code Description Activities Therapy Manager-2	10. Division Activity Services
5. Working Title (What the agency calls the position) Rehabilitation Services Manager	11. Section Rehabilitation Services
6. Name and Position Code Description of Direct Supervisor KOUBA, RENEE M; STATE ADMINISTRATIVE MANAGER 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 8303 Platt Road Saline, MI 48176 / Tuesday-Friday 12pm-8:30pm/Saturday 8am-4:30pm or Wednesday-Friday 9:30am-8pm/Saturday 8am-6:30pm

14. General Summary of Function/Purpose of Position

As a first-line supervisor, this position directs the work of other professional therapists in the Rehabilitation Services Unit including Occupational Therapists, Recreational Therapists and Music Therapists. This position exercises considerable independent judgment in overseeing the day-to-day operations of unit and Main Street Rehabilitation Services programs. The Activities Therapy Managers work as a team in sharing Manager On-Call responsibilities and other aspects of program coordination such as publishing schedules and case management lists, etc. This position communicates regularly with the Director of Rehabilitation Services to give feedback regarding operations and staffing issues and to seek input on decisions that have departmental wide impact.

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: 35

Supervises the activities of entry level, intermediate, and specialist level therapists including Occupational Therapists, Recreational Therapists and Music Therapists.

Individual tasks related to the duty:

- First line supervisor who oversees the work of approximately 16 therapists.
- Evaluates and verifies supervisee's performance through the review of completed work assignments.
- Assures that staff activity follows department standards and guidelines of regulatory bodies.
- Approves and disapproves leave requests.
- Performs annual Performance Management Review.
- Counsels employees.
- Participates in grievance procedures.
- Regularly makes rounds of employee's assigned work areas.

Duty 2

General Summary:

Percentage: 30

Coordinates the implementation of clinical programs which provide active treatment for CFP patients.

Individual tasks related to the duty:

- Oversees/coordinates the day-to day operation of Main Street and unit-based Rehabilitation Services programs.
- Coordinates work activities by reviewing work schedules and assigning caseloads.
- Develops program proposals for administrative review.
- Participates in student orientation and/or volunteer programs.
- Meets on a regular basis with the Director of Rehabilitation Services (ATM 3).
- Monitors clinical programs on a regular basis, making modifications as necessary.
- Submits written or statistical reports.
- Trains staff in the use of the Electronic Medical Record.

Duty 3

General Summary:

Percentage: 5

Provides direct patient care.

Individual tasks related to the duty:

- Assists during patient groups.
- Occasional coverage in the absence of staff.
- Treatment team participation as assigned.
- Provide resource materials to staff for use in groups.

Duty 4**General Summary:****Percentage: 10**

Continuous quality improvement.

Individual tasks related to the duty:

- Demonstrates knowledge of Rehabilitation Services standards, credentialing requirements, CFP policies and JC and CMS standards.
- Quality monitoring of Rehabilitation Services programs.
- Keeps Department Director informed of staffing and problematic issues and proposes corrective action.
- Monitors the cleanliness, safety, and therapeutic atmosphere of Rehabilitation Services areas.
- Submits work orders to maintenance and housekeeping departments.
- Reports potentially unsafe conditions.
- Regularly inspects equipment and supplies.

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

Coordinates Student Training Program.

Individual tasks related to the duty:

- Communicates with potential students prior to fieldwork; submits needed documents to CFP Human Resources for processing.
- Liaison to university programs.
- Student orientation.
- Works with students/supervising therapists and university fieldwork educators to resolve training issues.
- Represents CFP when presenting or attending University functions.

Duty 6**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Purchases/orders supplies and equipment and reviews the requests of supervisees.
- Timekeeper for assigned staff and proxy as needed.
- Covers in the absence of the Department Director, as directed.

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

Exercises considerable independent judgment to adapt and apply guidelines to specific situations.

Participates in conflict resolution between first line staff and other disciplines.

Initiates corrective actions for clinical first line staff. Day to day schedule modifications

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

Works under the general supervision of the Rehabilitation Services Director, keeping the Director informed always of problems or conflicts that impact on provision of Rehabilitation Services. Notifies the Rehabilitation Services Director immediately of safety or security violations. Consults with Rehabilitation Services Director when decisions will impact other departments or are a variation from current Rehabilitation Services Department policy or procedure.

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, balancing, reaching, lift a minimum of 20#, walking. May require outdoor work, noise associated with music, work with tools, transporting equipment and exposure to noxious odors. CPI training is required and may be necessary to implement physical interventions in an emergency. Work a minimum of an 8-hour shift.

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.

Music Therapists, Recreational Therapist, Occupational Therapists

Additional Subordinates

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

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

Direct and indirect supervision of clinical first line staff.

Documentation as related to supervision.

Report to and consult with Rehabilitation Services Director.

Daily interaction with other hospital staff for program coordination.

Daily contact with people with mental illness who are receiving treatment in a maximum-security psychiatric hospital.

Standing, sitting, balancing, reaching, lift a minimum of 20#, walking.

May require outdoor work, noise associated with music, work with tools, transporting equipment and exposure to noxious odors.

CPI training is required and may be necessary to implement physical interventions in an emergency.

Work a minimum of an 8-hour shift.

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 Rehabilitation Services Department provides an extensive and creative program of Occupational, Recreational, Music, Vocational Therapy, Education Services, and Pastoral Care in the Treatment Services Division of CFP. The Activities Therapy Manager is responsible to coordinate and oversee provision of Rehabilitation Services. The Activities Therapy Manager works with other Activity Therapy Managers to oversee the department. All report the Rehabilitation Services Manager.

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 occupational therapy, music therapy, art therapy, recreation therapy, physical education, recreation, or rehabilitation.

EXPERIENCE:

Activities Therapy Manager 13

Four years of professional experience equivalent to an Occupational Therapist, Recreation Therapist or Music Therapist, including two years equivalent to an Occupational Therapist P11, Recreation Therapist P11, or Music Therapist P11; or, one year equivalent to an Occupational Therapist 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Ability to interpret administrative directives to first line staff in a consistent and constructive manner.

Ability to take decisive action when a supervisee is not meeting expected work performance standards.

Requires a thorough knowledge of policies, procedures and regulations of Rehabilitation Services programs and a working knowledge of supervisory techniques and personnel policies and procedures.

Ability to organize and set priorities.

Additionally, as listed on the Civil Service Job Specification.

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:**

Current for specific discipline.

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

8/9/2019

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