

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

Position Code

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Clinical Social Worker-E	10. Division
5. Working Title (What the agency calls the position) Clinical Social Worker	11. Section
6. Name and Position Code Description of Direct Supervisor MITCHELL, JODI L; CLINICAL SOCIAL WORK MGR-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor KRUSE, PAULA; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd. Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.

14. General Summary of Function/Purpose of Position

The Clinical Social Worker provides professional social work services for individuals in the hospital's inpatient psychiatric or developmental disabilities programs, including acting as a Treatment Coordinator; writing, in collaboration with the team psychiatrist, NGRI and IST Reports, as required; providing individual and group therapy; function as Psychosocial Rehabilitation Program (PSR) group leader; completing psychosocial assessments, progress notes, and discharge planning documentation; and providing discharge planning services to individuals, their families, and referring Community Mental Health Services Programs (CMHSP) agencies.

This position is test-designated and subject to random selection drug and alcohol testing due to providing direct health care services to persons in the care of the state.

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

Serve as group leader in the hospital's Psychosocial Rehabilitation Program (PSR), a maximum of three hours per day, five days per week.

Individual tasks related to the duty:

- Preparation and planning for daily group topics and activities.
- Provide psychoeducational services/group instruction to patients on varying topics and activities.
- Assess each patient's participation and performance toward goal achievement on a daily basis.
- Document daily and weekly on each patient's progress toward meeting established goals.
- Document patient attendance, environmental checks, and counts of equipment.

Duty 2

General Summary:

Percentage: 17

Provide Social Casework and counseling to individuals and groups within the assigned Program.

Individual tasks related to the duty:

- Meet patient within 72 hours of admission/transfer to the unit.
- Follow social work standards in meeting weekly/monthly with patient thereafter for counseling and other social work or interventions and services. This is weekly for the first eight weeks and then monthly thereafter, at minimum.
- Provide psychoeducational group work services as assigned. Deliver educational material to admitted patients.
- Arrange for Leaves of Absence following hospital protocol, including completion of all leave documentation. Communicate with supervisor of leave and treatment team.
- Develop discharge plans, coordinating efforts with CMHSP representative/aftercare service provider, treatment team, guardian and/or interested family members.
- Document detailed outcomes according to standards in a timely fashion.
- Communicate discharge needs to treatment team members, gathering completed documents and providing them to service providers.

Duty 3

General Summary:

Percentage: 15

Complete Psychosocial Assessments and updates in a timely manner. Complete weekly and monthly Social Work Progress Notes; complete social work discharge planning reports/progress notes as required by standards.

Individual tasks related to the duty:

- Interview patient, family and/or knowledgeable referral sources; review available records and complete required forms; share information with team members.
- Maintain frequent contacts with patients, treatment team members, family, CMH and community placement

agencies.

- Complete Social Work Progress Notes for assigned patients on a weekly (for 1st 8 weeks) and monthly (after 1st 8 weeks) basis, or as required by standards.
- Complete pre-discharge planning reports, progress notes, and discharge forms as required by hospital.
- Other assessments as required/developed.

Duty 4

General Summary:

Percentage: 12

Interview patients; complete and file petitions for hospitalization/continuing treatment, or for a guardianship; write, process, and file IST and NGRI Reports.

Individual tasks related to the duty:

- Review medical record; coordinate efforts with team members, including Team Leader (Psychiatrist); meet with patient; provide information regarding petition and court hearing process; complete and file petition; testify in Probate Court.
- Educate patients as to status and expectations for return to community; for IST and NGRI Reports, confer with team psychiatrist; write report with his/her clinical collaboration, using prescribed format; process report within hospital and to designated resources.
- Develop discharge plans in partnership with NGRI Committee and designated CMH agency, using any applicable contract forms; document contacts with NGRI Committee, CMH agency, and legal authorities.

Duty 5

General Summary:

Percentage: 12

Serve as Treatment Coordinator for assigned patients

Individual tasks related to the duty:

- Prepare the patient, and document the activities, for treatment team meetings and assists in scheduling meetings for the patient.
- Ensure the documentation of the patient's Individual Person Centered Plan of Service (PCPOS) and required team reviews.
- Using written documentation from other team members, coordinate the development of the written PCPOS and team reviews.
- Ensure that the PCPOS, reviews, and revisions are transmitted for typing in a timely manner.
- Provide revisions, follow-up, and communication with patient, families, guardians, CMHSP, and placement providers.

Duty 6

General Summary:

Percentage: 4

Develop and maintain positive family and interagency relationships and cooperative efforts on behalf of patients, and complete other duties as assigned and as consistent with Civil Service class and level.

Individual tasks related to the duty:

- Provide casework services and education about mental illness, developmental disabilities to family, relatives, and significant others to the degree that it will enhance the patient's recovery.

- Develop and maintain linkage with CMH liaisons or assigned case manager.
- Document these interventions in the clinical record.
- Maintain communication with team leader and supervisor on problem areas and work to develop treatment strategies.
- Provide supervision and training to BSW and/or MSW social work students.
- Provide coverage for peers who are on annual or sick leave, staff shortages, etc.
- Participate in Social Work Department peer review quality improvement process.
- Attend appropriate inservice trainings as scheduled.
- Complete required CEUs and maintain limited or full master's social worker license.

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

Confidentiality and advocacy issues: This results in increased attention to patients' needs and rights by staff, significant others and CMHSP agencies. The most appropriate interventions for obtaining necessary aftercare services: The patient's success in remaining in a community setting is affected by these decisions. Evaluating the patient's support network: This results in determining who can best assist in returning the patient to optimal functioning in the community.

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

Adjusting one's work schedule beyond the normal 8:00 AM to 4:30 PM schedule. Business travel off grounds during the work day. Difficulties in completing discharge plans according to hospital standards. Authorization to send out IST or NGRI reports. Accepting a social work student for field placement.

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, walking, typing, assist direct care staff with restraint of a patient if needed.

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):

- | | |
|---|--|
| ☐ 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?

Yes

23. What are the essential functions of this position?

The Clinical Social Worker provides professional social work services for individuals throughout hospital programs. This position acts as a Treatment Coordinator and a PSR group leader; writes NGRI and IST reports; provides discharge planning services.

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

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

To provide appropriate inpatient services to individuals admitted pursuant to provisions in the Michigan Mental Health Code. The function of this position is to represent the social work profession as an integral member of the Interdisciplinary Team, charged with the responsibility for assuring proper care and treatment.

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

EDUCATION:

Possession of a master's degree in social work.

EXPERIENCE:

Clinical Social Worker 9

No specific type or amount is required.

Clinical Social Worker 10

One year of professional experience providing social casework and treatment services equivalent to a Clinical Social Worker 9.

Clinical Social Worker P11

Two years of professional experience providing social casework and treatment services equivalent to a Clinical Social Worker, including one year equivalent to a Clinical Social Worker 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

In depth knowledge of mental illness, developmental disabilities and of treatment modalities is expected. Knowledge of forensic mental health issues, security related matters, and channels of communication. Skills and ability to relate in a therapeutic manner to patients, and in a professional manner to co-workers and employees from other agencies. Legible handwriting and writing skills commensurate with one's level of education is expected. Ability to utilize a computer in completing daily work. Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of the Mental Health Code. Knowledge of infection control.

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:**

Possession of a license as a limited or full master's social worker in Michigan.

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.

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