

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties' sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Classification of Position Clinical Social Worker -A 12	10. Division Health Care
5. Working Title of Position (What the agency titles the position) Clinical Social Worker	11. Section Medical Services
6. Name and Classification of Direct Supervisor Elizabeth Turner, State Administrative Manager-1	12. Unit Duane Waters Health Center (DWH)
7. Name and Classification of Next Higher Level Supervisor Lori Kissau, Assistant Health State Administrator	13. Work Location (City and Address)/Hours of Work 3857 Cooper Street, Jackson, MI 49201; 40 hours per week.

14. General Summary of Function/Purpose of Position

This position functions as a Medical Social Worker/recognized resource for their assigned area. The position provides medical social work consultation including assessment and referral of offenders in the custody of the Michigan Department of Corrections. Identifies and initiates offenders in need of guardianship processes, up to and including collaboration with Attorney General, Probate Court (testifying) and MDOC personnel. Identifies, assists and educates offenders with preparation of Advance Directives and Durable Power of Attorney paperwork. Attends meetings, participates in case conferences, parole(s) and public hearings. Reviews and evaluates appropriate level of care for those offenders identified for participation in the medical parole program, submitting recommendations to the Parole Board. This position functions as the recognize resource covering MRF, and is the only social worker.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 - 15% of Time

Identifies offenders that appear unable to make informed decisions regarding medical care. Evaluates offender's mental status and benefits of potential guardianship. Oversees process for identifying and establishing appropriate guardianship.

Individual tasks related to the duty.

- Interview and evaluate prisoner to assess mental capacity. Determine specific facts about prisoner's condition and/or conduct that demonstrates need for guardianship.
- Researches medical record, Corrections Offender Management System (COMS), Offender Management System (OMS), Offender Management Network Information (OMNI) for evidence of prisoner's refusal of care, immediate medical needs/concerns, and other supporting information.
- Evaluate family members and/or other individuals identified as potential guardians. Explain circumstances and rationale for seeking guardianship and interpret complex medical information.
- Communicate with public guardian in the absence of appropriate family or interested individuals.
- Determine most appropriate guardianship type and authors court petition on behalf of the Department of Attorney General. Evaluates prisoner's history and current status and prepares supporting documentation. Collaborates with the Department of Attorney General to prepare court testimony.
- Documents all pertinent information surrounding guardianship in EHR. Provides guardianship information to Health Care, including guardian's contact information for medical decisions. Forwards probate court order to HM.

Duty 2

General Summary of Duty 2 - 20% of Time

Oversees establishment of Durable Power of Attorney (DPOA) and Advanced Directives (AD).

Individual tasks related to the duty.

- Identifies offenders with chronic medical conditions, terminal illnesses, etc. Evaluates potential benefits of establishing DPOA and/or AD.
- Counsels offender regarding the DPOA or AD and the potential impact on treatment, care and decision-making.
- Counsels family or other interested persons on circumstances surrounding offender's evaluation for DPOA and/or AD, ensuring thorough explanation of associated responsibilities.
- Responds to questions from the offender and interested persons, based on the EHR or information.
- Provides overview of forms and obtains signed copies.
- Notifies the Health Care team of arrangements and obtains signatures for medical providers.
- Ensures all completed paperwork is provided to the HM and included in the EHR.

Duty 3

General Summary of Duty 3 - 20% of Time

Completes needs assessment for prisoners that are eligible for medical parole (D48). Makes parole/discharge arrangements for other prisoners with medical needs (non-D48)

Individual tasks related to the duty.

- Completes comprehensive clinical social work needs assessment to evaluate medical, psychosocial, psychological, psychiatric, and substance abuse/dependency issues to be addressed after release from prison.
- Evaluates family supports or other support systems available to offenders upon release.
- Determines appropriate level of care for each offender upon discharge and recommends services to enhance the potential for a stable return to the community. Provides overview of needs and recommendations to families or interested persons.
- Recommends placement/level of intervention AFC (Adult foster care), skilled nursing.
- Ensure appropriate releases are obtained and provide completed assessment and supporting documentation to case management organization.
- Completes OBRA pre-admission screenings as required (for skilled nursing facilities). Determines mental status screening criteria for preadmission to nursing facility.
- Considers requirements for durable medical equipment (wheelchair, hospital bed) and ensures placement can accommodate.
- Ensures community follow up for care/treatment (dialysis, oncology, etc.) of chronic medical conditions.
- Collaborates with identifies contract company surrounding additional needs prior to release.

Duty 4

General Summary of Duty 4 - 15% of Time

Attends meetings, trainings, and care conferences

Individual tasks related to the duty.

- Identify cases requiring multidisciplinary team case management and coordinate/facilitate meetings. Provide input during scheduled care conferences.
- Participates in training, conference calls, webinars related to eligibility, prerelease planning, and other relevant topics
- Attend monthly Social Work staff meetings and other meetings as requested by the Social Work Manager.

Duty 5

General Summary of Duty 5 - 15% of Time

Identify offenders with serious or terminal medical conditions and address needs related to hearings and/or visitation.

Individual tasks related to the duty.

- Researches and compiles medical information and assists Medical Provider in preparing necessary reports for Parole Board.
- Communicates with Parole Board regarding cases.
- Facilitates scheduling of Parole Board hearings for offenders with serious or terminal medical conditions. Attends Parole Board and/or Public Hearings with offender as appropriate.
- Provides information and explains options to offenders facing serious life-threatening illness in regard to medical issues. Assesses social and emotional needs and works with offenders to identify and contact family, friends, and/or other support persons.
- Guides identifies support persons through the required processes for completing visitor lists and applications. Requests Warden or designee's approval for bedside and/or other special visits.

Duty 6

General Summary of Duty 6 – 15% of Time

Collaborates with community agencies in mobilizing resources and providing a cooperative approach to addressing needs of medically involved offenders upon release.

Individual tasks related to the duty.

- Identifies offenders requiring community referrals and presents case information to the Health Unit Manager.
- Recommends agencies to address each offender's specific medical needs (Unified, etc.) and generates referrals to maximize seamless parole/release.
- Evaluates offender's needs for assistance in applying for benefits to ensure post-release entitlements.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

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

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

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

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
NA			

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

This position functions as a Medical Social Worker/recognized resource for their assigned area. The position provides medical social work consultation including assessment and referral of offenders in the custody of the Michigan Department of Corrections. Identifies and initiates offenders in need of guardianship processes, up to and including collaboration with Attorney General, Probate Court (testifying) and MDOC personnel. Identifies, assists and educates offenders with preparation of Advance Directives and Durable Power of Attorney paperwork. Attends meetings, participates in case conferences, parole(s) and public hearings. Reviews and evaluates appropriate level of care for those offenders identified for participation in the medical parole program, submitting recommendations to the Parole Board. This position functions as the recognize resource covering MRF, and is the only social worker.

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

Position being updated to reflect appropriate duties for level as well as identifying the recognized resources.

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

Providing mental health services for prisoners within the jurisdiction of the Michigan Department of Corrections, this position provides medical social work consultation including assessment and referral of offenders in the custody of the Michigan Department of Corrections. Identifies offenders in need of guardianship and initiates processes, up to and including collaboration with Attorney General, Probate Court (testifying) and MDOC personnel. Identifies, assists and educates offenders with preparation of advance Directives and Durable Power of Attorney paperwork. Attends meetings, participates in case conferences, parole, and public hearings. Reviews and evaluates appropriate level of care for those offenders identified for participation in the medical parole program and submits recommendations to the Parole Board.

26. In your opinion, 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 12 Three 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 P11.	
KNOWLEDGE, SKILLS, AND ABILITIES: The employee must have a thorough knowledge and skill in the current practice of clinical social work. They must have the self confidence to make decisions with minimal supervision. They must be able to work with other staff and offenders as part of the comprehensive program team.	
CERTIFICATES, LICENSES, REGISTRATIONS: State of Michigan licensure as a Licensed Masters Social Worker	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
27. 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's Signature	_____ Date
TO BE FILLED OUT BY APPOINTING AUTHORITY	
28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.	
29. I certify that the entries on these pages are accurate and complete.	
_____ Appointing Authority's Signature	_____ Date