

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CLINICAL SOCIAL WORK MANAGER**

**JOB DESCRIPTION**

Employees in this job are responsible for directing the work of professional Clinical Social Workers providing casework, treatment, and research services. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of clinical social work, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Clinical Social Work Manager-2**

Clinical Social Work Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Clinical Social Work Manager-3**

Clinical Social Work Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Clinical Social Work Manager-4**

Clinical Social Work Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

## **CLINICAL SOCIAL WORK MANAGER**

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position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Assigns, coordinates, and outlines the work methods of subordinate employees directly or through lower-level supervisors.

Works with facility and department administrators in improving work policies and procedures.

Counsels clinical social workers on problems.

Participates in administrative staff conferences.

Participates in mobilizing resources in the community and maintains cooperative working relations with community agencies, schools, and courts.

Participates in workshops, meetings, and conferences and serves on committees.

Provides group work treatment and social casework for residents/clients and their families.

Serves as a member of the treatment team, working with other disciplines in diagnosing problems, formulating treatment plans, and evaluating progress.

Provides necessary social work treatment in accordance with medical treatment plans and modifies these plans to further therapeutic goals

Arranges for placement of residents in suitable homes; assists in their continuing adjustment in the community; evaluates their need for further care.

Interprets the social aspects of mental disturbances to relatives, interested persons, and community agencies.

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Provides assistance to residents/clients and relatives in locating and taking advantage of any relevant community services available.

May participate, as the overall assistant to the psychiatrist-director, in the administration and coordination of the patient services and overall clinic program activities of a mental health clinic.

May, as the overall assistant to the psychiatrist-director, conduct board meetings and staff conferences, and prepare agendas in the absence of the psychiatrist-director.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the basic disciplines underlying social work, such as psychology, sociology, and economics.

Thorough knowledge of the principles, procedures, techniques, trends, and literature of clinical social work.

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

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

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

Thorough knowledge of current trends in mental hygiene, public health and public welfare, and federal and state programs in these fields.

Thorough knowledge of mental hospital administration, particularly as related to the integration of social work programs with other programs.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of the principles and techniques of social work administration.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of the principles of management, including program planning, staffing, and budgeting.

Ability to instruct, direct, and evaluate employees.

Ability to establish and maintain the confidence of others.

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Ability to plan, direct, integrate, and evaluate a clinical program.

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

Ability to direct social work research.

Ability to make independent clinical judgments.

Ability to direct the field work training of social work students.

Ability to evaluate resident treatment needs and to adapt an effective course of action.

Ability to establish and maintain effective working relationships.

Ability to place and supervise residents in family care and employment.

Ability to work with other disciplines.

Ability to maintain records, prepare reports, and compose correspondence.

Ability to communicate effectively with others both verbally and in writing.

### **Working Conditions**

Some jobs may require travel.

Some jobs require direct contact with patients and prisoners.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree in social work.

### **Experience**

#### **Clinical Social Work Manager 13**

Four years of professional experience equivalent to a Clinical Social Worker, including two years equivalent to a Clinical Social Worker P11 or one year equivalent to a Clinical Social Worker 12.

#### **Clinical Social Work Manager 14**

Five years of professional experience equivalent to a Clinical Social Worker, including three years equivalent to a Clinical Social Worker P11, two years equivalent to a Clinical Social Worker 12, or one year equivalent to a Clinical Social Work Manager 13.

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**Clinical Social Work Manager 15**

Six years of professional experience equivalent to a Clinical Social Worker, including three years equivalent to a Clinical Social Worker 12, two years equivalent to a Clinical Social Work Manager 13, or one year equivalent to a Clinical Social Work Manager 14.

**Special Requirements, Licenses, and Certifications**

Registration as a social worker by the Michigan Board of Examiners of Social Workers is required.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

CLNSWKMGR

**Job Code Description**

Clinical Social Work Manager

**Position Title**

Clinical Social Work Manager-2  
Clinical Social Work Manager-3  
Clinical Social Work Manager-4

**Position Code**

CLWKMGR2  
CLWKMGR3  
CLWKMGR4

**Pay Schedule**

NERE-167  
NERE-168  
NERE-169

ECP Group 3  
Revised 5/1/07  
TeamLeaders