MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

CLINICAL SOCIAL WORKER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide casework and treatment services to residents of state facilities, group homes, and to state employees and their families.

There are four classifications in this job.

Position Code Title - Clinical Social Worker-E
Clinical Social Worker 9
This is the entry level. As a trainee, the employee carries out a range of professional clinical social work assignments while learning the methods of the work.

Clinical Social Worker 10
This is the intermediate level. The employee performs an expanding range of professional clinical social work assignments in a developing capacity

Clinical Social Worker P11
This is the experienced level. The employee performs a full range of professional clinical social work assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Clinical Social Worker-A
Clinical Social Worker 12
This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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

Provides individual and/or 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.

Prepares socio-psychiatric case history information, psychosocial assessment, and social work treatment plans, for use in pre-admission screening and diagnosis.
Maintains records and prepares verbal and written reports and correspondence related to the work.

Locates and approves employment opportunities for eligible residents.

Assists in the in-service training of lower-level workers.

Performs related work as assigned.

May provide field instruction for graduate-level social work students.

Performs related work as assigned.

**Additional Job Duties**

**Clinical Social Worker 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

**Clinical Social Worker 12 (Senior Worker)**

Performs on a regular basis professional clinical social worker assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

*NOTE:* Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the basic sciences underlying social work, such as psychology, sociology, and economics.

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

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

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

Knowledge of the scope and activities of local and private health and welfare agencies and community organizations.
Ability to maintain records, prepare reports, and conduct correspondence related to the work.
Ability to work with other disciplines as part of a treatment team.
Ability to maintain favorable public relations.
Ability to communicate effectively with others.
Ability to place and supervise residents in family care and employment.
Ability to maintain records, prepare reports, and conduct correspondence related to the work.
Ability to communicate effectively with others.
Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Clinical Social Worker 12 (Lead Worker)
Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Working Conditions
Some jobs require travel.
Some jobs require direct contact with prisoners and/or patients.

Physical Requirements
None

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 in a clinical setting equivalent to a Clinical Social Worker 9.

Clinical Social Worker P11
Two years of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker, including one year equivalent to a Clinical Social Worker 10.

Clinical Social Worker 12
Three years of professional experience providing social casework and treatment services in a clinical setting equivalent to a Clinical Social Worker, including one year equivalent to a Clinical Social Worker P11.

Special Requirements, Licenses, and Certifications
Possession of a license as a limited or full master's social worker in Michigan.
**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNSOCWKR</td>
<td>CLINICAL SOCIAL WORKER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Position Code</th>
<th>Pay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Social Worker-A</td>
<td>CLNSWKRA</td>
<td>NERE-166</td>
</tr>
<tr>
<td>Clinical Social Worker-E</td>
<td>CLNSWKRE</td>
<td>NERE-285</td>
</tr>
<tr>
<td>Clinical Social Worker-E</td>
<td>CLNSWKRE</td>
<td>W22-013</td>
</tr>
<tr>
<td>Clinical Social Worker-A</td>
<td>CLNSWKRA</td>
<td>W22-056</td>
</tr>
</tbody>
</table>

RH

10/01/2013