

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

COMMUNITY PLACEMENT ASSISTANT

JOB DESCRIPTION

Employees in this job perform a wide variety of duties in assisting professional social workers by participating in non-clinical development, evaluation, and coordination of the placement of mental health facility residents/patients in community settings.

There are three classifications in this job.

Position Code Title – Community Placement Assistant-E

Community Placement Assistant 8

This is the entry level. The employee, with prior resident care experience, performs a range of community placement assignments. Close supervision and guidance is provided while the employee learns the established methods, policies, procedures, and regulations of the community placement program.

Community Placement Assistant 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of community placement assignments.

Community Placement Assistant E10

This is the experienced level. The employee performs a full range of community placement assignments, using considerable independent judgment to interpret and apply guidelines to a complex variety of situations.

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.

Observes residents/patients in an institutional setting, discusses their habits, behavior, needs, disposition, financial status, and progress with resident care staff, and reports information obtained to a social worker based on interpretation and application of policies, established methods, policies, procedures, and regulations of the community placement program.

Visits prospective boarding homes and meets with the director of boarding homes and/or boarding home sponsors to discuss home rules and regulations,

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residents'/patients' needs, special care required, and problems that might be encountered.

Transports residents/patients from Mental Health facilities to boarding homes, individually or in groups.

Transports residents/patients from boarding homes to Mental Health facilities for medical treatment as necessary.

Participates in a continuing program of monitoring and assessing the residents'/patients' needs by visiting the community placement facilities to evaluate the problems, progress, and/or difficulties the residents/patients may be experiencing in adjusting to the community environment.

Compiles information on residents'/patients' behavior, discusses problems with the social worker and may make recommendations verbally or in writing on how to resolve problems.

Applies methods of managing various behavioral problems that may arise regarding the treatments of residents/patients.

Assists and encourages boarding home sponsors and/or directors of boarding homes to teach residents/patients self-care, independent living skills, and the means in which to psychologically adapt to a community environment.

Measures residents/patients for clothing; orders clothing and supplies; maintains current record of sizes.

Maintains records and prepares reports regarding the community placement program based on interpretation of policies, procedures, regulations, and established methods.

May transport and deliver legal documents to judicial system facilities in the assigned geographic area.

Compiles community living referral packets and distributes to residents/patients residing in the hospital treatment program.

Performs related work as assigned.

Additional Job Duties

Community Placement Assistant E10

May train lower-level Community Placement Assistants.

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, and considerable knowledge is required at the experienced level.

Knowledge of the behavior, problems, and needs of psychiatric or developmentally disabled residents/patients.

Knowledge of the techniques of fact finding and casework interviewing.

Knowledge of the various components of the social security programs.

Knowledge of nursing care methods in a mental health setting.

Knowledge of terminologies relating to residents'/patients' medical conditions.

Knowledge of the rules and regulations governing community placement of mental health patients/residents.

Knowledge of living skills and self-care techniques.

Knowledge of the requirements for family care homes.

Knowledge of the different community programs available.

Knowledge of policies, procedures, established methods, practices, and regulations governing the community placement program.

Knowledge of procedure and terminology necessary for serving legal papers to residents/patients and of the proper documentation of same.

Knowledge of judicial system and court activities as they pertain to the mentally ill and developmentally disabled.

Knowledge of office work, business practices, and business office machines.

Knowledge of non-clinical community placement assignments.

Knowledge of the established methods, policies, rules, regulations, and procedures governing the community placement program.

Knowledge of nursing care.

Knowledge of on-the-job training techniques.

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Ability to train lower-level Community Placement Assistants.

Ability to follow oral and written instructions.

Ability to read, interpret, and apply program policies and procedures.

Ability to observe and evaluate needs and problems of the mentally ill and the developmentally disabled.

Ability to write well and concisely, to express thoughts clearly, and to develop ideas in a logical sequence.

Ability to appraise boarding home situations and to make appropriate judgments regarding the well-being of clients.

Ability to perform mathematical computations in determining the financial status of the residents/patients seeking assistance.

Ability to work tactfully and diplomatically with others.

Ability to ease distraught or emotionally unstable residents/patients under stressful conditions, especially during their transition from hospital to community life.

Ability to maintain records and prepare reports.

Ability to interpret county, city, township, and state maps and zip code manuals.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to handle emergencies in a calm and logical manner that may arise during the period of transporting or providing services to residents/patients.

Ability to train community placement staff on the techniques of self-care and living skills.

Ability to interact effectively with residents/patients from varying backgrounds.

Ability to explain procedures and placement action to residents/patients.

Working Conditions

Some jobs require the ability to operate a motor vehicle.

Some jobs require direct contact with patients.

Some jobs are located in a mental health facility.

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Some jobs may require travel.

Physical Requirements

The job duties require an employee to be absent any physical limitation, which would impair effective performance in the Department of Community Health.

Education

Educational level typically acquired through completion of high school.

Experience

Community Placement Assistant 8

Three years of experience providing patient care services in a mental health residential setting, including one year equivalent to a Resident Care Aide E8.

Community Placement Assistant 9

Four years of experience providing patient care services in a mental health residential setting, including one year equivalent to a Community Placement Assistant 8.

Community Placement Assistant E10

Five years of experience providing patient care services in a mental health residential setting, including two years equivalent to a Community Placement Assistant 9.

Alternate Education and Experience

Community Placement Assistant 8

Two years of college (60 semester or 90 term credits) which includes 15 semester (22 term) credits in such human services subject areas as social work, psychology, sociology, or rehabilitation may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Some jobs require the possession of a valid driver's license.

Some jobs may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

COMPLCAST

Job Code Description

Community Placement Assistant

Position Title

Community Placement Assistant-E

Position Code

CMPCASTE

Pay Schedule

E42-009

ECP Group 1
Revised 6/1/06
TeamLeaders