

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**MENTAL HEALTH SOCIAL WORKER**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of assignments to provide case coordination services to residents of state facilities and community-based programs.

There are four classifications in this job.

**Position Code Title – Mental Health Social Worker-E**

Mental Health Social Worker 9

This is the entry level. As a trainee, the employee carries out a range of professional mental health social worker assignments while learning the methods of the work.

Mental Health Social Worker 10

This is the intermediate level. The employee performs an expanding range of professional mental health social worker assignments in a developing capacity.

Mental Health Social Worker P11

This is the experienced level. The employee performs a full range of professional mental health social worker assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying 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 – Mental Health Social Worker-A**

Mental Health 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 by Civil Service 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.

## **MENTAL HEALTH SOCIAL WORKER**

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Collects factual information from the resident/client, family, community agencies, and others to be used by treatment team staff.

Coordinates with staff in the development, implementation, and evaluation of the resident's/client's individual plan of service.

Obtains information regarding the services available to the resident/client.

Meets with representatives of community agencies to assist in the development of community support services.

Represents the resident/client in obtaining social, medical and legal services.

Monitors services delivered to client to ensure that individual needs are met.

Interviews clients and prepares statements summarizing the client's perception of the problem.

Prepares applications for financial and program benefits.

Provides resident's/client's family with information regarding resident's/client's progress and treatment options.

Screens clients for community home placement.

Develops and monitors community vocational programs.

Recruits, assesses, and screens potential community vocational providers.

Coordinates placement of clients into community placement programs.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Mental Health 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.

#### **Mental Health Social Worker 12 (Senior Worker)**

Performs on a regular basis professional mental health 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 casework interviewing theory and techniques.

Knowledge of departmental mental health program standards.

Knowledge of the theory and organization of health and welfare services.

Knowledge of the Social Work Code of Ethics.

Knowledge of laws and regulations as they apply to the clinical setting.

Knowledge of advocacy theory and techniques.

Knowledge of community resources, eligibility requirements, and procedures to obtain needed services for clients.

Ability to establish and maintain the confidence and cooperation of others.

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

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Mental Health Social Worker 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Jobs are located in mental health facilities, prisons, youth residential facilities, and veterans' hospitals.

Employees may be required to travel.

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### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in social work or possession of a bachelor's degree in social services, social psychology, or sociology with a concentration in social work.

### **Experience**

#### **Mental Health Social Worker 9**

No specific type or amount is required.

#### **Mental Health Social Worker 10**

One year of professional experience providing case coordination services equivalent to a Mental Health Social Worker 9.

#### **Mental Health Social Worker P11**

Two years of professional experience providing case coordination services equivalent to a Mental Health Social Worker, including one year equivalent to a Mental Health Social Worker 10.

#### **Mental Health Social Worker 12**

Three years of professional experience providing case coordination services equivalent to a Mental Health Social Worker, including one year equivalent to a Mental Health Social Worker P11.

### **Special Requirements, Licenses, and Certifications**

#### **Mental Health Social Worker 9**

Eligibility for registration by the Michigan Board of Examiners of Social Workers as a social work technician, or as a social worker is required at the time of appointment.

#### **Mental Health Social Worker 10-12**

Registration by the Michigan Board of Examiners of Social Workers as a social work technician, or as a social worker is required at the time of appointment.

**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**

MENHLSWKR

**Job Code Description**

Mental Health Social Worker

**Position Title**

Mental Health Social Worker-E

Mental Health Social Worker-A

**Position Code**

MNHSWKRE

MNHSWKRA

**Pay Schedule**

W22-007

W22-041

ECP Group 2  
Revised 6/1/06  
TeamLeaders