This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee’s Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
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<tbody>
<tr>
<td></td>
<td>DOC-CORRECTN CENTRAL OFFICE</td>
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<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>BUREAU OF HEALTH CARE SERVICES</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Program Coord-A</td>
<td>MENTAL HEALTH SERVICES</td>
</tr>
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<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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</thead>
<tbody>
<tr>
<td>SUBSTANCE ABUSE COUNSELOR</td>
<td>SUBSTANCE ABUSE SERVICES</td>
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<tbody>
<tr>
<td>HITCHINGHAM, JULIA B; STATE ADMINISTRATIVE MANAGER-1 15</td>
<td>CENTRAL OFFICE</td>
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<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAWDY, DAVID; STATE DIVISION ADMINISTRATOR 17</td>
<td>WOMEN'S HURON VALLEY CORRECTIONAL FACILITY / 12:30PM - 9:00PM MONDAY THRU FRIDAY</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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<tbody>
<tr>
<td>This position will serve as the recognized resource for WHV specific to Substance Abuse Services Outpatient Phase II and Advanced Substance Abuse Treatment (ASAT) Prison Based counselor conducts substance abuse group and individual counseling, addressing prisoners with moderate and high risk substance abuse issues while in prison.</td>
</tr>
</tbody>
</table>
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

### Duty 1
**General Summary:**
Conducts Phase II and ASAT substance abuse treatment programs to prisoners within the Michigan Department of Corrections under the direction of the Director of Mental Health Services.

**Percentage:** 85

**Individual tasks related to the duty:**
- Conducts substance abuse cognitive skills and process group treatment following approved program format and program requirements to prisoners identified by the facility Substance Abuse Coordinator as needing the identified substance abuse program. Starts new groups when notified by Substance Abuse Coordinator of need and completes groups in acceptable time frame.
- Conducts individual counseling per the program protocol.
- Completes assessments, treatment plans and progress notes per the program requirements and protocol and supervision guidance.
- Completes required clinical documentation on group and individual counseling provided per program requirements. Prisoner progress made toward goals per the program protocol is documented, monitored and addressed with prisoners.
- Files documentation in required timeframes.
- Evaluates prisoners on progress toward established clinical program goals throughout treatment program.
- Evaluates and documents prisoner clinical progress midway through treatment as established by clinical program and completes Mid-Term Assessment in OMNI.
- Utilizes clinical interventions per program protocol to engage the prisoner in treatment, address lack of progress and behavior issues in treatment in an effort to help the prisoner become successful in treatment.
- Follows all treatment requirements and guidelines in determining successful and unsuccessful completion of the treatment programs.
- Completes clinical discharge summary in OMNI on each prisoner when treatment program is complete following treatment program requirements, protocols, and time frames.

### Duty 2
**General Summary:**
Functions as a member of the Substance Abuse Services meetings.

**Percentage:** 10

**Individual tasks related to the duty:**
- Attends scheduled meetings and actively participates as a cooperative team member addressing problems, planning and implementing counseling.
- Coordinates and collaborates with Substance Abuse Coordinator and facility staff with behavior issues, security issues, drug issues, etc. to resolve problems. Documents issues and clinical interventions to resolve problems per program requirements.
- Works cooperatively with correctional staff to ensure client continuity of care while maintaining the security of the facility.
- Respond openly to supervision, review, training and feedback regarding clinical program implementation, clinical judgment, documentation and delivery of service as well as individual case review and decisions.

### Duty 3
**General Summary:**
Other duties as assigned.

**Percentage:** 5

**Individual tasks related to the duty:**
- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director or Assistant MH Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples required.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Maintains credentials and competency in the clinical areas for which s/he is certified/licensed and required to complete job duties.
- Follows policies, procedures, protocols and guidelines as well as professional counseling ethical and treatment standards of professional ethics/code of conduct.
- Maintains acceptable time and attendance.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
This position independently completes assessments, treatment plans, individual and group therapy, writes progress notes, midterm progress and discharge summaries.

17. Describe the types of decisions that require the supervisor's review.
The administrative supervisory requirements of leaves, assignment to committees or special projects and deviation from established procedures, program descriptions or established and accepted counseling methods.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.
Requires walking across prison yards and climbing stairs. Hazards include working in a prison environment with convicted felons in an environment of restrictions and occasionally a lack of adequate heating and cooling mechanisms.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.
N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
N Train employees in the work.

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

Yes.

23. What are the essential functions of this position?

This position provides substance abuse treatment to convicted felons within the Department of Corrections. The position also contributes as an active member of a substance abuse team. This position also requires timely and quality clinical paperwork completion.

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

This is a new position.

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

The function of the work area is the provision of substance abuse treatment to prisoners within the Michigan Department of Corrections. This position fits into this function by conducting the substance abuse groups/individual treatment and providing expertise in the delivery of the treatment.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

Masters degree is preferred

EXPERIENCE:

Corrections Program Coordinator 12
Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of and experience in substance abuse counseling and current trends in such counseling.

Ability to effectively interact and establish a rapport with diverse, behaviorally challenged, intrinsically unmotivated clients, develop therapeutic relationships; utilize evidenced based techniques to increase motivation and address sources of behavioral challenges, create a safe therapeutic environment within a correctional setting, and maintain appropriate professional boundaries; use clinical interventions to bring about positive behavioral changes in clients; to facilitate positive group interaction and mutual support; prepare clear and concise documentation of services delivered and evaluate progress.

Ability to evaluate prisoners’ counseling needs, adapt an effective course of action, make independent judgments and communicate effectively, both verbally and in written documentation.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

This position requires the individual appointed to have a certification as a Certified Alcohol and Drug Counselor or Certified Advanced Alcohol and Drug Counselor or a professional clinical license allowing for the provision of therapy services.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

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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.

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<tr>
<th>Supervisor</th>
<th>Date</th>
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**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

<table>
<thead>
<tr>
<th>PAUL DEAN</th>
<th>4/13/2016</th>
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<tbody>
<tr>
<td>Appointing Authority</td>
<td>Date</td>
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