

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) XXX-221-9872-XXX				
UNIT NAME AND CITY LOCATED Medical Services, Integrated Substance Use Disorder Treatment, Complex Care Programs		CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility)- Safety				
		WORKING TITLE Licensed Clinical Social Worker (LCSW - CF)				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID R19	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO  VARIOUS				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
<b>PRIMARY DOMAIN:</b>						
Under the direct Supervision of the Supervising Psychiatric Social Worker, the Licensed Clinical Social Worker (LCSW) works in Medical Services, Integrated Care & Complex Patient Populations Division. The LCSW (CF) works within a correctional institution to provide clinical care and services to incarcerated individuals within CDCR institutions as assigned and scheduled. The LCSW (CF) conducts biopsychosocial assessments, risk assessments, level of care assessments, and screenings. The LCSW (CF) also provides clinical treatment interventions such as brief counseling, group therapy, individual counseling and crisis intervention as needed. The LCSW (CF) consults and collaborates with other disciplines for the care and treatment of patients in CDCR/CCHCS, and participates in interdisciplinary care planning and coordination. The LCSW (CF) performs assessments that assists with and facilitates transitional care planning that links patients with community resources and services as they release from CDCR.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
<b>ESSENTIAL FUNCTIONS</b>						
<b>60%</b>	Direct patient care: Conducts risk assessments to determine appropriate level of intervention (using NIDA-Modified Assist). Refers lower risk individuals to early intervention (Life Skills). Conducts level of care assessment on moderate to high risk individuals (ASAM Co-Triage) and refers to appropriate level of care. Conducts comprehensive, multidimensional assessment when indicated (ASAM CONTINUUM). Conducts Cognitive Behavior Therapy for individuals with Substance Use Disorder (SUD), either in 1:1 and/or groups settings. Conducts level of care assessments for patients preparing for release from CDCR (ASAM RISE). Develops and/or contributes to treatment and care plans.					
<b>25%</b>	Reviews patient files, gathers data, and completes reports and other required documentation. Initiates and participates in patient care conferences and prepares and presents patient summaries, and consults with other professionals. Makes recommendations to the care teams and effectively communicates and collaborates with the patient and all disciplines involved in the care of the					

<p><b>10%</b></p> <p><b>5%</b></p>	<p>patient; including community partners, agencies and other institutions. Coordinates with institutional rehabilitative programs and custody staff to link institutional services including education, training, work assignments, and special group participation to enhance patient adjustment to correctional setting. Documents and evaluates patients' progress with programming, and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess patient's participation and progress in services.</p> <p>Assists in recruitment and development of peer mentors and peer support groups. Participates in program evaluation and continuous quality improvement initiatives to support ongoing program efficacy and goals.</p> <p>Attends all care conferences, trainings, meetings and committees as directed, and performs other duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of addiction, mental, developmental, and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; current trends in addiction and recovery, mental health, public health and public welfare, and Federal and State programs in these fields.</p> <p><i>Ability to:</i> Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.</p> <p><b>LICENSE REQUIREMENT</b></p> <p>Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science.</p> <p><b>DRUG TESTING REQUIREMENT</b></p> <p>Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to the class of Resource Social Worker are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates.</p> <p>Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.</p>

<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
<b>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</b>		
<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>