

STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF HEALTH CARE SERVICES**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Healthcare Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Telemental health Program	CLASS TITLE Clinical Tele Social Worker
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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 THE DEPARTMENT'S MISSION.	
Under the general direction of the Senior Psychologist Supervisor or the Supervising Psychiatric Social Worker, Telemental Health (TMH) Program, the Clinical Telesocial Worker conducts assessments of inmates within CDCR, via videoconferencing, and summarizes case information to use in diagnosis, treatment and dispositional release; diagnoses and/or collaborates in the formulation of a diagnosis; develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team. Provides assessments, group therapy, and collateral conferences, and documents and evaluates patients' progress in treatment. Assists with coordinating referral to and placement in community resources available to persons within the jurisdiction of CDCR, as applicable.	
% 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. <i>(Use addition sheet if necessary)</i>
ESSENTIAL FUNCTIONS	
45%	Participates in evaluation, diagnosis and treatment of inmates in CDCR via videoconferencing. Participates in treatment planning with the mental health care treatment team; develops individualized treatment plans, monitors progress, and performs case reviews. Completes mental health evaluations, via videoconferencing, of incarcerated people within CDCR. Develops written assessments, evaluations and reports. Available, via videoconferencing, during regular duty hours to assist with mental health emergencies. Responds to emergencies and provides emergency evaluation and treatment recommendations. Participates in the discharge planning process. Provides suicide and crisis risk assessment and intervention as needed. Provides individual and group therapy as clinically appropriate. Coordinates placement with community resource and the classification and parole representative to offer interdisciplinary consultation to clinical/custody staff,
20%	Coordinates with institutional and custody staff to link institutional services including education, training, work assignments, and special groups participation with the development and implementation of comprehensive treatment plans. Consults with custody staff regarding patient participation and progress in these services.
15%	Contacts and consults with parole office staff in the Parole Outpatient Clinics, patients' family members, and outside resources, as appropriate, to enhance the patient's adjustment to the prison setting and to facilitate successful release into the community. Participates in program evaluation and quality assessment and improvement. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.
10%	Reviews court and clinical regulatory requirements for clinical documentation and overall clinical case management of assigned patients. Attends case conferences and other meetings as required.
5%	Occasional travel to other institutions to see patients and coordinate care.

5%	Performs other duties as assigned.
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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of 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; and current trends in mental health, public health and welfare, and federal and State programs in these fields. Familiarity with technological modalities for delivering health care and ability to engage with and instruct others on the use of technology.

Ability to: 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; and communicate effectively.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science.

LANGUAGE SKILLS: Ability to interview people of varying backgrounds; keep legible health care records; prepare and supervise the preparation of case histories; communicate effectively.

MATHEMATICAL SKILLS: Ability to apply such concepts as fractions, percentages, ratios, and proportions to practical situations and calculate dosages.

REASONING ABILITY: Ability to formulate diagnoses and treatment plans; organize and prioritize work; interpret conflicting or ambiguous information; and analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners; possession of certificate of completion of residency in psychiatry from an approved training program.

OTHER SKILLS AND ABILITIES: Ability to direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; maintain effective working relationships with health care professionals and custody staff; perform effectively when confronted with potential emergency, critical, unusual, or dangerous situations; and maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of principles and methods of psychiatry, general medicine and surgery and skill in their application; current developments in the field of psychiatry; mental health care organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and principles and practices of effective supervision and directing health care providers.

SPECIAL PERSONAL CHARACTERISTICS: Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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Adopted: _____

Revised: _____