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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP) | 587-210-9820-VAR | 1 |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Division Of Adult Institutions/Americans with Disabilities Act Office | Support Services Assistant (Interpreter) |
| **WORKING TITLE** |
| Support Services Assistant (Interpreter) |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| FT/P | R20 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| 900 Quebec Avenue Corcoran, Ca 93212 |  | 01/01/2024 |
| **CDCR’S MISSION and VISION** |
| **Mission**To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative and restorative justice programs, all in a safe and humane environment. **Vision** We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.  |
| **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION** |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. |
| **DIVISION OVERVIEW** |
| **BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS** |
| The Americans with Disabilities Act (ADA) Office mission is to provide equal and meaningful access to programs, services, and activities for inmates with physical and/or cognitive disabilities. The ADA Office works to ensure institutional compliance with the Americans with Disabilities Act, the Armstrong Remedial Plan, Clark Remedial plan, and any associated policies and procedures. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| The Support Services Assistant (Interpreter) (SSAI) will facilitate communications accurately, effectively and impartially using sign language for hearing impaired and severely speech impaired inmates. The SSAI will also perform other duties related to assisting in the communication process. The SSAI is under the direct supervision of the Institution’s Americans with Disabilities Act Coordinator and Indirect supervision of the Warden. This position may require the SSAI to travel to other correctional institutions, other than their assigned facility, if needed by the California Department of Corrections and Rehabilitation (CDCR). Overtime hours may be necessary when required for emergency circumstances.In compliance with the Code of Ethics as set forth by the National Registry of Interpreters for the Deaf, the SSAI will perform sign language interpreting services to uphold effective communications standards and ongoing compliance with Federal, State and Departmental ADA laws, regulations, policies and procedures to include the following: |
| **% 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.** |
|  |  |
| 35%35%30% | Respond to requests for sign language interpreting communications via telephone, in person, email or pager to provide a wide range of sign language interpreting services for hearing impaired, hard of hearing inmates and severely speech impaired inmates that rely on sign language for effective communication. The incumbent may be required to provide interpreter services through videoconferencing for inmates at other institutions. Communications include but are not limited to, interpreting for inmates in the Inmate Disciplinary Process, Administrative Segregation Unit Placements, Classification Committee Process, Computation Review Process, Health Care Delivery, Caseworker contacts, Inmate Appeals Process, Participation in the Education Programs, Board Hearings and related Parole proceedings, Attorney visits, and will interview hearing impaired and severely speech impaired inmates to determine their methods of communication. Prioritize and coordinate interpreting requests and assignments. Prepare and maintain written reports and documents. Track the workload associated with sign language interpreting services for inmates within the institution. Work closely with the scheduling staff to arrange for additional contract interpreting services when necessary. Provide information and referrals on various topics associated with sign language, hearing devices and assistive technology such as TTY’s, etc. Attend meetings and periodic training and conference calls as assigned/required to assist with the institution’s compliance with Federal, State and Departmental laws, policies and procedures involving ADA, sign language interpreting and effective communication. Attend In-Service Training as required. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. |
| **SPECIAL REQUIREMENTS** |
| * CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
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| **CONSEQUENCE OF ERROR** |
| * Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.
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| **To be reviewed and signed by the supervisor and employee:****EMPLOYEE’S STATEMENT:*** *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*
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| **EMPLOYEE’S NAME (Print)** | **EMPLOYEE’S SIGNATURE** | **DATE** |
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| **SUPERVISOR’S STATEMENT:*** *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
* *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*
 |
| **SUPERVISOR’S NAME (Print)** | **SUPERVISOR’S SIGNATURE** | **DATE** |
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