

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-925-9872-107		MCR / HCR
DIVISION / UNIT  Behavioral Health Reintegration (BHR)		CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility)-Safety		
		WORKING TITLE Clinical Social Worker		
		TIME BASE / TENURE Full-Time Permanent	CBID R19	WWG E
LOCATION Placer	INCUMBENT		EFFECTIVE DATE	

**CDCR'S MISSION and VISION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**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**

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 productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under general direction of the Supervising Psychiatric Social Worker I, Correctional Facility, the Clinical Social Worker (CSW), Health/Correctional Facility-Safety provides clinical case management services that are immediate, in-house, accessible, and flexible. BHR clinicians possess specialized forensic behavioral health treatment skills and can address the issues of the parole population – which is both high risk and high need – such as those at the intersection of behavioral health, substance use, and criminal behavior. Clinical case management services are conducted in in-person, telephonically and via videoconferencing. BHR clinicians provide a range of services that facilitate the effective and efficient transition of parolees to community-based care and must be willing and able to address parolee risks and needs along the clinical case management continuum of care by providing assessment, brief and supportive treatment, and resource linkage and discharge planning. BHR clinicians work collaboratively, professionally, and creatively to support DAPO's mission of supporting public safety and successful parolee community reintegration.

**% 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.**

40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Have direct contact with parolees.</li> <li>• Maintain a caseload of clients/parolees via in-person, video contacts, or phone.</li> <li>• Provide clinical case management services, including:             <ul style="list-style-type: none"> <li>• Initial and ongoing assessment and immediate behavioral interventions for imminent mental health and/or substance use needs.</li> <li>• Complete and update comprehensive needs assessments and individualized treatment plans.</li> <li>• Review pre-release and previous post release assessments and records to consider when assessing parolee needs and risks.</li> </ul> </li> </ul>
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30%

- Complete diagnostic evaluation.
- Assist in immediate and long-term referrals and linkages for identified needs, including but not limited to: food, clothing, housing, substance abuse, medical, mental health, psychiatric medications, dental treatments, job training/employment.
- Assistance with completing benefit applications such as Medi-Cal, SSDI, etc.
- Support for sustained engagement in treatment.
- Individual and group psychotherapy to support referrals and resource linkage.
- Ongoing support for parolees' whose mental health conditions interfere with their successful discharge from parole.
- Intensive services for high risk/high need parolees who are unable/unwilling to utilize community/county resources.
- Support the implementation of new program and treatment interventions.
- Serves as Clinician of the Day (COD), making clinical case management services immediately available to parolees referred by parole agents, address crisis intervention, completes discharge reviews, etc.
- Facilitate web-based video appointments with parolees and psychiatrists for medication management.
- Enter all case management contacts and other pertinent data into various Department of Corrections and Rehabilitations (CDCR) computer systems and databases.
- Provide consultation and collaborate with parole agents by providing information about parolee risks and needs, and potential interventions, treatments, and resources during parole and for discharge planning.
- Facilitate topic-related groups to assist parolees with parole compliance, health and wellness, resource development and successful reintegration. Such groups may include topic areas like:
  - Supporting pro-social thinking
  - Developing non-violent conflict resolution skills
  - Increasing resilience
  - Supporting medication compliance
  - Improving symptom management
  - Addressing co-occurring disorders
  - Identifying community resources
  - Developing life skills

25%

- Upon completing departmental sanctioned training, may accompany parole agents on Community Wellness Visits at their homes and in the community to assess clinical case management needs for high need and/or disengaged client/parolees.
- Develop and maintain community resource directory to serve as reference for parolee referrals and linkages to needed services and treatment.
- Conduct and participate in parolee case conferencing, Integrated Partnership Team Meetings, and collaborate with BHR staff, parole agents, contractors, divisional and institutional staff, community providers and parolee family members.
- Serves as the community liaison for CDCR and maintains a professional relationship with various community treatment providers and social services agencies. Participate in meetings with community treatment providers (such as CalWorks, Department of Rehabilitation, Department of Social Services, Social Security Administration and Veterans Affairs).
- Attend staff meetings, conferences and travel as necessary.
- Represent the State of California by testifying in court proceedings.

5%

- Facilitate and co-facilitate mental health awareness and case management courses for the parole agent academy on a volunteer basis.
- Participate in ongoing trainings related to forensic clinical case management Best Practices.
- Participate in continuing education and training in Best Practices and standards related to the field of social work, including certificate in Forensic Social Work and trauma-informed practice.
- Provide support and guidance to CSW interns.
- 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.

**PHYSICAL FUNCTIONS:**

- Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising health and well-being of self or others.
- Must be able to handle/manipulate items such as files, binders, manuals, training material, etc., weighing up to ten pounds.
- Perform regular duties on a wide range of working surfaces which may be uneven or rough, indoors or outdoors, including after dark, in varying weather conditions and temperatures, as well as in temperature-controlled environments.

**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.

**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.

**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.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

**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