

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT Division of Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)	
UNIT NAME AND CITY LOCATED Mental Health Program		CLASS TITLE Clinical Social Worker (Health/Correctional Facility) Safety	
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, Correctional Facility (CF) (Supervisor) or the Supervising Psychiatric Social Worker, CF, the Clinical Social Worker (Health/CF) Safety, conducts assessments and summarizes case information to use in diagnosis, treatment (level of care), 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. The Clinical Social Worker (Health/CF) Safety coordinates placement with community resources and the Classification and Parole Representative.			
% 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)		
	ESSENTIAL FUNCTIONS		
45%	Coordinates care plans with the mental health care treatment team; develops individualized treatment plans, monitors progress, and performs case reviews on a patient caseload. Reviews patient files, gathers data, completes reports and other required documents, participates in patient conferences, prepares and presents case summaries, and consults with other professionals. Completes mental health evaluations for admitted patients including completion of written assessments, evaluations, and other reports. Participates in the individualized treatment planning and discharge planning processes. Provides individual and group therapy as delineated in the treatment plan, provides suicide and crisis risk assessment and intervention; implements and evaluates individual treatment plans, objectives, and dispositions of patients. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.		
25%	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 officer staff in the Parole Inpatient 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.		

Adopted: _____

Revised: _____

5%	Performs other duties as required.
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KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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. <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; and communicate effectively. LICENSE REQUIREMENT Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. SPECIAL PERSONAL CHARACTERISTICS 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. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to the class of Clinical Social Worker (Health/CF) Safety 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. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property. DRUG TESTING REQUIREMENT 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 classification for which drug testing is a requirement.		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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>		
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