

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 9/22/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-655-0050-XXX	Unit Psychology Department		
Class Title Licensed Professional Clinical Counselor (LPCC)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R19	Work Week Group E	Class Ranges P & Q
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the general direction of the Department of Psychology, the Licensed Professional Clinical Counselor (LPCC) applies counseling interventions and psychotherapeutic techniques to improve a patient's mental health within the scope of applicable Business and Professions Code(s), and license. In this role, the LPCC will facilitate individual and group therapy to assist patients with chronic illness, challenging behaviors, addictions, and other specific needs of the population.			
55%	<u>Provision of Mental Health Care</u> • Collaborate with the treatment team to establish goals and objectives to empower individuals to deal with life situations, reduce stress, experience growth, change behavior, and make well-informed decisions • Conduct assessments and/or screening consistent with clinical scope of practice and licensing • Complete required documentation complimentary to direct provision of care (e.g. Treatment Conferences, progress notes, behavioral notes, etc.) • Provide behavioral health and illness recovery counseling • Facilitate individual and group therapy to support patients' treatment goals and objectives • Provide substance recovery counseling and treatment • Other duties related to the development, implementation, provision and maintenance of treatment and assessment services as needed		
20%	<u>Interdisciplinary Planning and Collaboration</u> • Collaborate with treatment team to provide critical observations about patients for determination of diagnosis and treatment needs • Assist with the development, implementation, and adherence to behavioral plans and treatment plans, including the competent use of electronic systems used for treatment planning and documentation. • Apply and demonstrate knowledge of correct Therapeutic Strategies and Interventions (TSI) when participating in clinical and crisis intervention situations		

	- Follow up with individuals to determine effectiveness of treatment - Respond to requests from patients, family members, courts, and community agencies
15%	<u>Partnership and Education</u> - Assist with onboarding and mentorship of incoming counselors - Contribute to developing programs for mental health-oriented care, and cultural competence implications on mental health - Consult with colleagues on behavior management treatment issues Provide clinical supervision as needed/required by the Board of Behavioral Science for unlicensed professional clinical counselors
10%	<u>General</u> - Contribute to effective teamwork with supervisors, co-workers, patients, family members, and outside agencies - Participate in the service, training, consultation, and other professional activities of DSH - Maintain a working knowledge of current trends and developments in mental health, wellness, and recovery by reading books, journals, and other relevant materials. Participate in meetings, committees, conferences, and performs other related duties as assigned. - Maintain a current license/registration in accordance with the Board of Behavioral Sciences - Participate in the Medical Staff credentialing and privileging process in accordance with the Medical Staff Bylaws and Rules, including but not limited to completing required Focused and Ongoing Professional Practice Evaluations
Other Information	Supervision Received: Senior Psychologist, Supervisor Supervision Exercised: N/A KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; community organization principles; human problems and symptoms that prevent successful adjustment to community living; scope and activities of public and private health and welfare agencies; and current trends in mental health, public health, substance use disorder treatment and public welfare, and Federal and State programs in these fields. ABILITY TO: Utilize and effectively apply the required technical knowledge; develop constructive and

cooperative working relationships with others; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; provide professional consultation and counseling to improve mental health; analyze situations accurately and take appropriate action; and communicate effectively.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

To ensure the hospital's policy to provide a workplace free from sexual harassment, hostility, offensive language/ behavior and intimidation. Is responsible for ensuring that hospital objectives are implemented relative to staff-patient interaction.

	TECHNICAL COMPETENCIES Demonstrate competence in assessment procedures necessary to produce reliable and valid findings. Possess basic computer skills. LICENSE OR CERTIFICATION It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services. TRAINING CATEGORY - 2 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Licensed Professional Clinical Counselor (0050)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients				X		
With co-workers			X			
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing		X				
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)		X				
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					