

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 4/2017)		RPA Control No.#	C&P Analyst Approval FA	Date 4/4/2023
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Clinical Social Worker		Location		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. 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 meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Clinical Social Worker (CSW) functions as a treatment team member. The CSW provides case management, individual treatment, and group treatment for patients committed to the Department of State Hospitals. CSWs evaluate patients upon admission, through their hospital stay and through the discharge process. Guided by their clinical opinion, the CSW determines the patient's avenues for release from hospital care, coordinates potential discharge resources in the community, and assists with patient's transition to a community setting. The CSW serves as a liaison for outside entities such as the courts, continuing care units, and social supports.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
20%	<u>DOCUMENTATION</u> : Completes all social work specific documentation (assessments, notes, etc.) in a timely manner. Information provided is accurate, specific, thorough and a good representation of patient's presentation. Findings are incorporated into the treatment planning process.
20%	<u>CASE MANAGEMENT</u> : Upon admission of a patient, the CSW takes the steps necessary to identify potential supports in the community. The CSW maintains contact with social supports, community agencies, conservators, and other potential agencies through the course of hospitalization. The CSW takes primary responsibility as a liaison with community contacts and provides critical contact information to the unit staff. Upon discharge the CSW is able to integrate and arrange resources for a beneficial and safe transition to a community setting.
15%	<u>TREATMENT PLANNING</u> : Participates in treatment conferences for caseload. Reports to the Interdisciplinary team social work specific findings, updates the treatment plan, helps formulate the discharge planning, and works with the team to convey expectations to the patient.

15%	<p><u>TREATMENT STRATEGY AND METHODS:</u> On-going review and evaluation of the patient's response to treatment. Adjusts treatment offered based on on-going evaluation. Treatment methods may include, but are not limited to crisis intervention, individual therapy, group therapy, and family education.</p>
15%	<p><u>DISCHARGE PLANNING:</u> Assume primary responsibility for coordination of patient's discharge with the interdisciplinary team. Consider challenges to previous community placements and guide treatment to address previous challenges. Initiate placement referral and maintain communication with community agencies. Refer to appropriate community resources for a beneficial and safe outcome in a community setting.</p>
	<p><u>MARGINAL FUNCTIONS</u></p>
10%	<p><u>TREATMENT GROUPS:</u> Coordinate and facilitate site appropriate therapeutic and educational treatment groups. Evaluate and adjust treatment groups provided based on patient need. Stay current with clinical trends in treatment approaches and adjust groups based on trends and patient need. Treatment groups are provided in a professional manner. They start on time, have a planned curriculum, include co-provider participation, and serve to educate and assist the intended audience.</p>
5%	<p>All other duties and special projects as assigned consistent with this classification.</p>
Other Information	<p><u>SUPERVISION RECEIVED</u> Clinical, functional, and administrative supervision will be provided under the general direction of the Program Director (Chief of Social Work) and the Supervising Psychiatric Social Worker I.</p> <p>Pre-licensure supervision is provided by a designated LCSW and coordinated through the Chief of Social Work. Supervision hours will be applied to 3000 hours necessary for full licensure.</p> <p><u>SUPERVISION EXERCISED</u> May supervise a graduate level intern. May provide clinical supervision for an unlicensed social worker.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p><u>KNOWLEDGE OF:</u> Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; social aspects of mental, developmental, and physical disabilities; principles of mental health education; community organization principles; scope and activities of public and private health and welfare agencies; follow HIPPA requirements and regulations; understand current trends in mental health, public health and public welfare and federal and state programs in these fields. Incorporate Joint Commission, Title 22, and other agency requirements into clinical practice.</p> <p><u>ABILITY TO:</u> Utilize and apply effectively the required technical knowledge; and maintain the confidence and cooperation of persons contacted in the work; secure accurate social data and record such data systematically; write clear, accurate, and concise reports; analyze situations accurately and take effective action; communicate effectively; recognize status as a Mandated Reporter, follow policy and procedure for Medicare billing</p> <p><u>REQUIRED COMPETENCIES</u></p>

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Practice of personal safety includes use of personal alarm systems, badges, and keys.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively. Multicultural awareness is incorporated into all facets of treatment planning and interactions with patients and staff.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

Demonstrates knowledge and understanding of the requirements for individuals civilly and forensically committed to the Department of Mental Health.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Adjusted for each new hire dependent on assigned program.

LICENSE OR CERTIFICATION

Unlicensed staff entering State service have up to 4 years to obtain full licensure. Failure to do so may result in termination. For extraordinary circumstances an unlicensed employee may request an additional year extension through the State Personnel Board.

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 Service. Employees in this classification must possess a valid license as a Clinical Social Worker issued by the California Board of Behavioral Science.

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 Service. Employees in this classification must:

- Possess a valid license as a licensed clinical Social Worker issued by the California Board of Behavioral Science Examiners.
- Unlicensed Clinical Social Workers are responsible to maintain Associate Clinical Social Worker status with the Board of Behavioral Sciences until licensed.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
 - Maintain a professional appearance;
-

- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- 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.

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

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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's 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