

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval FA	Date 9.18.2025	
Employee Name		Division Department of State Hospitals-Metropolitan			
Position No / Agency-Unit-Class-Serial xxx-xxx-0472-925		Unit Social Work			
Class Title Licensed Marriage and Family Therapist (LMFT)		Location Norwalk, CA			
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R19	Work Week Group: E	Pay Differential	Other
Briefly describe the position's organizational setting and major functions Under general direction of the Department of Social Work Services, the Licensed Marriage and Family Therapist (LMFT) treats mental and emotional disorders within the scope of the applicable Business and Professions Code(s), and license. In this role, the LMFT will facilitate individual and group therapy to assist patients with chronic illness, challenging behaviors, addictions, and other specific needs of the population.					
% 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).				
55%	<u>Provision of Mental Health Care</u> • Treat mental and emotional disorders within the context of marriage, couples and family systems including assessment, evaluation prognosis, treatment, planning and evaluation, therapeutic interventions, relational therapy, psychotherapy, patient education, clinical case management and consultation. • Counsel individuals on concerns such as unsatisfactory relationships; divorce and separation; child rearing; home management; financial difficulties • Complete required documentation complimentary to direct provision of care (e.g. Treatment Conferences, progress notes, and behavioral notes) • Collaborate with the Treatment Team to treat cognitive, affective, or behavior, mental, and emotional disorders with specific solution-focused, and attainable therapeutic goals designed with an "end in mind" • 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				
20%	<u>Interdisciplinary Planning and Collaboration</u> • Collaborate with treatment team to provide critical observations about patients for determination of diagnosis, treatment needs and coordinate counseling services; identify and assist with recommending appropriate services based on assessment and, where applicable, civil or penal code commitment • Assist with implementation and adherence to behavioral plans and treatment plans • Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI) when participating in clinical and crisis intervention situations				

	• Follow up on results of counseling programs and patients' progress to determine effectiveness of programs • Respond to requests from patients' family members, courts and community agencies
15%	<u>Collaboration and Education</u> • Assist with onboarding and mentorship of incoming therapists • Contribute to developing programs for mental health-oriented care, and cultural competence implications on mental health. • Provide education to family members on opportunities to support their relative patient throughout treatment. development of life skills and strategies for coping and confronting problems in a constructive manner • Consult with colleagues on behavior management treatment issues • May provide clinical supervision as needed/required by the Board of Behavioral Science for unlicensed marriage and family therapists
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 perform other related duties as assigned. • Maintains a current license/registration in accordance with the Board of Behavioral Sciences
Other Information	SUPERVISION RECEIVED 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. <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Principles, procedures, techniques, trends, and literature of psychotherapeutic theories and the treatment of substance use, mental and emotional disorders within the context of marriage and family systems; human problems and symptoms that prevent successful adjustment to community living; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; diagnostic criteria and related behavioral, emotional, and relational problems and corresponding treatment modalities; cultural diversity and relevant therapeutic implications; and current trends in mental health, public health, substance use disorders and public welfare, and Federal and State programs in these fields. ABILITY TO: 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/relational and clinical data and record such data systematically; prepare clear, accurate, and concise reports; coordinate with parole, family, and/or community agencies in preparation for community reentry; develop and implement programs; provide professional consultation; analyze situations accurately and take

effective action; work collaboratively with interdisciplinary treatment teams; 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 can 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 maintain 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.

COMMITMENT LAWS AND PROCESSES

Demonstrate understanding of the commitment processes for patients residing on the unit(s) and for whom services are provided.

For those committed pursuant to the Offender with a Mental Health Disorder and Not Guilty by Reason of Insanity laws, understand the OMD/NGRI commitment processes

and criteria; promote the benefits of the Conditional Release Program (CONREP), CONREP placement, and instruct/reinforce teachings of the law and CONREP's acceptance criteria.

Possess knowledge of the laws pertaining to mentally ill prisoners.

Able to collaborate with external entities relative to discharge dispositions including Conditional Release Programs, Board of Parole Hearings, Superior Courts, Parole agencies and California Department of Corrections and Rehabilitation.

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.

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'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