

**DUTY STATEMENT**

DS 3022 (02/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
STATE OPERATED FACILITIES DIVISION  
STABILIZATION TRAINING ASSESSMENT RE-INTEGRATION (STAR)****DUTY STATEMENT****EMPLOYEE:****JOB TITLE:** CLINICAL SOCIAL WORKER**POSITION #:** 472-911-9877-001

**POSITION DESCRIPTION:** The Clinical Social Worker (CSW) provides social work services to STAR residents from pre-admission to placement. The CSW is the STAR Qualified Intellectual Disability Professional (QIDP). As a QIDP, the CSW is responsible for guiding the development of the service plan, supervising the implementation of the individual's plan, integrating the various aspects of the facility's program, recording individual's progress, and initiating periodic review of each individual plan of care for necessary modifications or adjustments. During the admission process along with other team members, participates in the review and updating of the preadmission evaluation; assesses the individual's developmental status which includes prioritized problems, disabilities, developmental strengths and weaknesses, and the individual's needs and discharge plan; and writes an evaluation stating the recommendations for development of the individual service plan. The CSW actively participates as part of the Inter-Disciplinary Team (IDT) at weekly STAR meetings, monthly Needs and Services meetings, Psychotropic Drug Reviews, and Crisis Assessment Stabilization Team (CAST) team meetings; acts as a liaison between the individual, families, and other agencies and programs to foster positive collaboration and communication, coordinate services and supports needed while living at STAR, and to plan for successful placement; and provides individual and group counseling to STAR residents. The CSW is a mandated reporter of observed or suspected abuse or neglect.

**SUPERVISION EXERCISED:** None.**SUPERVISION RECEIVED:** STAR Program Director

**EXAMPLES OF DUTIES:** Maintains a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties:

Essential Job Functions:

- 25% Coordinates and collaborates with the regional projects, regional centers staff and facility regarding admissions, transfers, discharges, and follow-up services. Reviews pre-admission and referral packets. Communicates between IDT families and regional centers regarding programming, legal processes and other concerns. Assists in obtaining all necessary consents and/or permission for special services. Monitors and ensures compliance with all legal paperwork. May accompany individuals to court appearances and makes Program Director aware of needs for collaboration with DDS legal when indicated.
- 25% Participates as a member of the STAR Interdisciplinary Team for STAR residents in the development and implementation of the Needs and Services Plan, as assigned.

Monitors the Needs and Services Plan progress/regression and implementation of all goals in the QIPD role. Coordinates with team members on necessary actions or follow-up required. Attends all Needs and Services review conferences. Assists with the development of long-range goals, skill tasks, behavioral objectives and plans to enhance the individuals' intellectual, emotional, and social needs. Performs all required documentation, such as annual social services and pre-placement conference evaluations. Monitors changes on family status, addresses, phone numbers.

- 25% Acts as a liaison between individuals, families, programs, agencies and departments. Primary contact for families to ensure they are informed about any incidents or significant events. Supports individual and family to communicate regularly. For STAR admissions who are foster youth, acts as a liaison to Department of Children and Family Services (DCSF) (e.g., invites DCSF to monthly IPP meetings, transition planning meetings). Assists with STAR individual's educational services, acts as a liaison between STAR and county education services, attends Individual Education Plan (IEP) meetings. Assists with pre- and post- admission orientation tours to prospective families. Assists with the coordinating and processing inter-intra program transfers and discharges. Provides consultation to management and other disciplines and departments within State Operated Facilities Division. Assists individuals and families with coordinating religious services, voting, and funeral arrangements. Acts as a liaison with advocates, such as Disability Rights California and ensures participation in necessary meetings.
- 15% Provides psychotherapy, psychoeducation, and direct services to STAR residents. Provides individual therapy to STAR residents as needed. Provides group therapy, including but not limited to identified needs such as social skills, rights, and/or anger management training. Provides referrals to additional mental health or social services, as needed.
- 5% Schedules planning conferences as required. Attends and participates in trainings and meetings as required. Prepares IDT reviews, schedules and notifies all external stakeholders. Responsible for attending mandatory facility training. Develops and provides training to direct care staff in understanding social factors which may affect staff-resident/family relationships. Participates in the committees, meetings and conferences as assigned. This may include outside entities and the members of the general public. Participates and coordinates special projects and events as required. May participate in interviews for selection of personnel.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification

**Note: Percentages may vary based on operational needs.**

**WORKING CONDITIONS:** May involve heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level. Periodically requires extraordinary physical activity. May be reassigned to STAR residence or projects to meet operational needs. On-going interaction with individuals with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence and in community settings, such as individual's homes, hospital, or psychiatric settings. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

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May work extended hours, varying shifts, and site location to meet staffing requirements. Work will include travel and possible overnight stays. Must be able to travel to locations throughout the three STAR/CAST locations and DDS headquarters.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Cultural sensitivity for the population being served, positive behavioral supports, trauma informed care, coaching skills training, person centered practices, how to utilize less restrictive techniques for behavioral issues, and have a minimum of two years prior experience providing services to adolescents with developmental disabilities. Possession and maintenance of sufficient endurance to perform during emergency situations, or during physically, mentally, or emotionally stressful situations encountered on the job without endangering their own health and well-being or that of fellow employees, individuals, or the public.

Ability to: Work with individuals with developmental disabilities (e.g., autistic spectrum disorder, intellectual disability), severe behavioral conditions (e.g., aggression, self-injurious behavior, property destruction, and elopement), and psychiatric conditions and symptoms (e.g., psychosis, mood disorders, PTSD, and suicidal ideation). Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

**CERTIFICATION OR LICENSE:** Must possess a valid license as a Licensed Clinical Social Worker (LCSW) or Licensed Marriage Family Therapist (LMFT) issued by the California Board of Behavioral Science. As a licensed professional, you are required to maintain a valid license and always expected to comply with all the rules of professional conduct within your licensure.

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.