DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A

Position No: 577-108-9867-001

Class: Supervising Psychiatric Social Worker

Under the direction of Skilled Nursing Facility Administrator, at the Veterans Home of Fresno, provides social work services to the residents with mental, physical, or developmental disabilities, and their communities; Works cooperatively with various vendors, agencies, and community groups to support the Home's mission and the residents it serves; duties include, but are not limited to the following:

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Assist residents in adjusting to communal living to achieve productive social transition. Assist residents in addressing various social needs (e.g., maintaining family ties, correcting socially inappropriate behaviors, locating nearby activity resources, marital counseling, therapeutic and mental health referrals, travel arrangements, clothing, etc.) to achieve more adequate, satisfying, and productive social adjustments. Identify other influential conditions such as: depression, family conflict, roommate incompatibility, grief & loss, adjustment, interpersonal problems, chronic or acute pain, and physical or chemical restraints. Provide counseling or psychotherapy for residents with psychological and/or emotional problems in accordance with established guidelines. Provide individual and group therapy for residents in order to achieve identified therapeutic goals. Participate in the development of treatment plan, initial assessment, level of care considerations, discharge planning, prepare for Interdisciplinary team conferences, etc.
25%	Prepare documentation Social History Evaluations (SHE), progress reports, assessments, treatment plans, correspondence, reports, etc.) in a timely manner to document residents' progress, disseminate information to treatment team, and comply with departmental policies and procedures, utilizing knowledge and experience, effective communication skills, Social Work Service Assessments and Documentation Policy, regulations, policies, procedures, etc., as required. Complete Minimum Data Sheet (MDS) 3.0 in a timely manner in accordance with Medicare and Title 22 regulations. Participate in Interdisciplinary team conference meetings in order to assess and/or modify resident treatment plans, level of care considerations, discharge planning, community referrals, etc. Participate in meetings/committees/programs (e.g., departmental meetings, unit staff meetings, quality assurance program, etc.) in order to enhance treatment and clinical operation.
10%	Provide leadership and direction to staff. Conduct regular staff/unit meetings and/or 1:1's. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Chief Physician and Surgeon.
10%	Act as an advocate for residents to ensure appropriate treatment is provided and grievance policies and procedures are followed. Assist with Advance Directives, and DPOA paperwork. Assist families with end-of-life planning. Participate as community liaison. Report all incidents of physical, emotional, sexual, or fiduciary abuse; evaluate residents for discharge readiness from Veterans Home utilizing knowledge and experience, risk assessment, available community resources, effective communication skills, etc., as required.
10%	Coordinate discharge planning activities of resident and act as a resource on accessing appropriate community support and services to be utilized upon release to aid resident's transition into the community. Assist with Conservatorship application as needed. As

	assigned, provide emergency social work services to ensure resident safety utilizing knowledge and experience, effective communication skills, established standards of professional care, ethical practice, departmental policies and procedures, regulations, etc., as required. Provide consultation to other departments. Participate in management conferences. Participate in the Admissions Committee. Provide a working and task-oriented relationship with community agencies. Update social services policy and procedures manual as new laws and regulations change; participates in on the job training, continued education courses necessary to maintain licensure, and attend other training which may require travel.
5%	Must maintain a valid CPR and First Aid certification.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	25% or less	26% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.			X		
SITTING: Work station; meetings; training.				X	
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand resident needs as it relates to Social Services; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:			X		
LIFTING 10 - 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers; speak to residents in wheelchairs.		X			
PUSHING OR PULLING: Open and close file drawers; wheelchair.		X			
HANDLING: Sort paperwork.				X	
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X