

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services, Integrated Substance Use Disorder Treatment, Complex Care Programs		CLASSIFICATION TITLE Clinical Counselor				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p> <p>Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>Under the general direction of the Senior Psychologist (Supervisor) / Supervising Psychiatric Social Worker I, the Clinical Counselor (CC), works in Medical Services, Integrated Care &amp; Complex Patient Populations Division. The CC applies counseling interventions and psychotherapeutic techniques within the scope of applicable Business and Professions Code(s) and license, for the purpose of treating incarcerated individual's with Substance Use Disorder (SUD) and the effectiveness of preventative skills and behaviors developed for wellness. The CC performs assessments that assist with and facilitates transitional care planning and coordination that links incarcerated patients with resources.</p>						
% 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. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						

<p><b>60%</b></p> <p><b>25%</b></p> <p><b>10%</b></p> <p><b>5%</b></p>	<p>Conducts assessments to use in evaluation of an incarcerated individual's mental and physical health, addiction, or behavior and assess their readiness for treatment. Collaborates with the interdisciplinary treatment team and other behavioral health professionals to assess incarcerated patient needs and coordinates counseling services when they identify issues beyond their scope; Applies counseling interventions and psychotherapeutic techniques for the purpose of establishing counseling goals and objectives for incarcerated individuals with SUD, either in one-on-one and/or group setting to empower incarcerated individuals recovery, including but not limited to early intervention (Life Skills) and more intensive treatment such as Cognitive Behavior Therapy. Evaluates incarcerated patients' progress in treatment and effectiveness of the skills and behaviors developed. Conducts assessments for incarcerated patients preparing for release from CDCR. Provides individual and group counseling services as delineated in the treatment plan, and assists in the development of skills necessary to identify behaviors or situations that interfere with their SUD recovery.</p> <p>Reviews incarcerated patient files, gathers data, completes reports and other required documentation. Makes recommendations to the care teams and effectively communicates and collaborates with the incarcerated patient and all disciplines involved in the care of the incarcerated patient. Documents and evaluates incarcerated patients' progress with programming and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess incarcerated patient's participation and progress in services.</p> <p>Attends all case conferences, trainings, meetings and committees as directed.</p> <p>Performs other job-related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; community organization principles; scope and activities of public and private health and welfare agencies; current trends in mental health, public health and public welfare, and Federal and State programs in these fields.</p> <p><i>Ability to:</i> 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 for the purposes of improving mental health; analyze situations accurately and take effective action; communicate effectively.</p> <p><b>LICENSE REQUIREMENT</b>  Possession of a valid license as a Licensed Professional CC issued by the California Board of Behavioral Science.</p> <p><b>DRUG TESTING REQUIREMENT</b>  Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a classification for which drug testing is a requirement.</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be</li> </ul>

made aware of this.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to the class of Professional CC are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, the incarcerated, or the public.

Assignments may include sole responsibility for the control of incarcerated patients and clients the protection of personal and real property.

**SPECIAL PERSONAL CHARACTERISTICS**

An objective and empathic understanding of incarcerated individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds. The ability to form a professional therapeutic relationship while maintaining appropriate clinical and personal boundaries in accordance with law, ethics and policy and procedure.

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Demonstrates capacity for assuming increasing responsibility, originality, open-mindedness, tact, and ability to act independently.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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