

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-200-9877-001	Date:
Class: Clinical Social Worker (Health Facility)	Name:
Under the general direction of Supervising Psychiatric Social Worker I (Chief, Social Work Services), the Clinical Social Worker (Health Facility) 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.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Provide medically related social services that 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 and 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.
30%	Prepare 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.
15%	Act as an advocate for residents to ensure appropriate treatment is provided and grievance policies and procedures are followed. Assist with Advance Directives and Durable Power Of Attorney 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, effective communication skills, etc., as required.
5%	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.
5%	As assigned by Chief of Social Work Services, Administrator, or appropriate designee, provide emergency social work services to ensure resident safety by utilizing knowledge and experience, effective communication skills, established standards of professional care, ethical practice, departmental policies and procedures, regulations, etc., as required.
5%	Participate in on the job training, continued education courses necessary to maintain licensure, and attend other training which may require travel.
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	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. Write SHE's; memorials; view CPRS notes; e-mails; research; face to face interviews, assessments, counseling, IDT meetings. Assist residents with personal business. Interact with family members.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff, residents, family members; provide verbal information.					X
SPEAKING: Communicate with staff, residents, and family members in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.		X			
SITTING: Work station; with residents; meetings; training.				X	
STANDING: Copy documents, review records; resident interaction; assist residents at their pace.		X			
BALANCING:		X			
CONCENTRATING: Prepare documentation and review for accuracy; perform assessments and counseling; research laws, rules and processes.					X
COMPREHENSION: Prepare documentation and review for accuracy; perform assessments and counseling.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance. Able to make professional decisions based on information available using sound judgment in crisis situations, use efficient time management skills, manage scheduling and deadlines without supervision.					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; sort files; write chart notes; copier.				X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer; handle charts; shake hands; file; assist residents.		X			
CARRYING: Handle and transport charts; documents; files.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers and shelves.		X			
KNEELING: Access low file drawers; speak to residents in wheelchairs.		X			
PUSHING OR PULLING: Open and close file drawers; chart rack, wheelchair.			X		
HANDLING: Sort paperwork; Residents' mail; reports; charts.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine; addressograph.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Meet with residents; special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____