

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 576-336-9877-001	Date:
Class: Clinical Social Worker HF	Name:
Under general direction of the Supervising Psychiatric Social Worker, the Clinical Social Worker at the Veterans Home of California – Ventura is responsible for duties including but not limited to:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	The Clinical Social Worker will provide medically related social services to assist residents in maintaining or improving their ability to manage their everyday physical, mental and psychosocial needs. The Clinical Social Worker, along with other appropriate disciplines, will identify the residents' needs and assure that the needs are met.
30%	Conduct resident assessments and participate in the Interdisciplinary Team process to develop and implement care plans with the residents, families, and/or responsible parties. Participate with the Admission Team process, reviewing applications for prospective residents and conducting Pre-Admission Appraisals.
15%	Continually observe for and identify conditions including but not limited to aging, depression, family conflict, roommate incompatibility, grief & loss, adjustment, interpersonal problems, chronic or acute pain Coordinate services to deal with these and other psychosocial issues. Coordinate the facility Theft and Loss program and the Resident Grievance program.
10%	Assist residents with Advance Directive and Durable Power of Attorney (DPOA) paperwork. Assist families with end of life planning. Participate as community liaison. Report all incidents of physical, emotional, sexual, or fiduciary abuse. Must have possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science, or must be able to secure a valid license within four years of appointment.
NON-ESSENTIAL FUNCTIONS	
5%	Attend family meetings, facility activities, and other related duties as assigned.
OTHER	
	Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

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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.					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: Workstation; meetings; training.				X	
STANDING: Copy documents; review records.		X			
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, training 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 - 20 LBS:				X	
LIFTING 20-50 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.			X		
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING:		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

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 _____