

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-232-9872-001				
UNIT NAME AND CITY LOCATED Office of Employee Wellness (OEW) Sacramento, CA		CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility) Safety				
		WORKING TITLE Behavioral Health and Wellness Consultant				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R19	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 9260 Laguna Springs Drive, Building E Elk Grove, CA 95758				
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>						
PRIMARY DOMAIN:						
<p>Under the general direction of the Senior Psychologist Supervisor, Office of Employee Wellness (OEW), the Clinical Social Worker (H/CF) Safety, is a licensed clinical social worker and serves as a Behavioral Health and Wellness Consultant to the Department. The incumbent performs complex professional work related to providing behavioral health and wellness services to CDCR and CCHCS employees and augments the employee wellness infrastructure which includes mental health professionals properly trained to assist law enforcement employees and their families. The incumbent will provide brief, solution-focused counseling, consultation and coaching to all levels of staff and provide professional input, from a mental health perspective, on the development, implementation, delivery and evaluation of new CDCR Health and Wellness programs and enhancement of existing programs. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night). Statewide travel on short notice and may be required for extended periods of time.</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. (Use addition sheet if necessary)					

	ESSENTIAL FUNCTIONS
40%	Empower and build relationships with CDCR and CCHCS staff and provide a confidential avenue to aid them in navigating through professional and personal difficulties by being available and responsive to their needs. Oversee incident response plans, provide guidance and respond to any staff support issues that may arise. Advise and assist staff in situations, including providing referrals and crisis intervention when needed. Assist in responding to the immediate individual and group recovery needs of staff after significant incidents. Extensive travel within the state as required for mission accomplishment. Provide crisis interventions for mental health/situational needs, including but not limited to, facilitating emergency care, notifying authorities in cases of likely imminent harm to self or others, and/or when a staff member's condition/behavior imminently threatens the safety/security/operation within the workplace. Intervene and make independent decisions regarding complex, confidential and sensitive staff issues.
25%	Provide consultation and assistance to CDCR management and/or individual workgroups regarding solutions to ongoing or anticipated problems involving stress resiliency and other mental health issues impacting CDCR employees; utilizing a mental health perspective, participates in the planning, development, implementation, delivery, and evaluation of a comprehensive program of health and wellness services to CDCR employees. Advise departmental authorities of common trends and assist in developing workable solutions that relate to employee physical health and mental wellbeing. Working with stakeholders, contribute to the development of interactive training sessions for employees on a variety of topics such as behavioral wellness, stress management, active listening skills, domestic violence, substance abuse education, characteristics of individuals who are in crisis or actively suicidal, crisis intervention and the identification of the signs of stress and trauma following an incident, and employee motivation to facilitate the overall wellness of the Department's workforce.
20%	Develop wellness related educational materials and facilitate workshops to educate cadets and apprentices on aspects of wellness, resources, and establish healthy habits early in their careers. Prepare reports and conduct special projects and research on behavioral wellness; and develop health interventions as they relate to cadets and apprentices.
10%	Collaborate with partners in the community, including providers, labor organizations, and community resources to research and keep apprised of best practices, and to identify and develop adequate support for CDCR employees and their families; and develop and maintain an effective working relationship with the self-help community.
5%	Perform administrative duties including but not limited to; adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets by the due date.
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of mental and developmental and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; 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; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and</p>

community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- 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 made aware of this.
- Drug Testing Requirement: Applicants for positions in this classification 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 class for which drug testing is a requirement.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) Safety 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, patients, or incarcerated persons.

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

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.

- 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.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

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
-------------------------	----------------------	------

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-232-0050-001				
UNIT NAME AND CITY LOCATED Office of Employee Wellness (OEW) Sacramento, CA		CLASSIFICATION TITLE Clinical Counselor				
		WORKING TITLE Behavioral Health and Wellness Consultant				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R19	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 9260 Laguna Springs Drive, Building E Elk Grove, CA 95758				
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>						
PRIMARY DOMAIN:						
<p>Under the general direction of the Senior Psychologist Supervisor, Office of Employee Wellness (OEW), the Clinical Counselor, is a Licensed Professional Clinical Counselor and serves as a Behavioral Health and Wellness Consultant to the Department. The incumbent performs complex professional work related to providing behavioral health and wellness services to CDCR and CCHCS employees and augments the employee wellness infrastructure which includes mental health professionals properly trained to assist law enforcement employees and their families. The incumbent will provide brief, solution-focused counseling, consultation and coaching to all levels of staff and provide professional input, from a mental health perspective, on the development, implementation, delivery and evaluation of new CDCR Health and Wellness programs and enhancement of existing programs. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night). Statewide travel on short notice and may be required for extended periods of time.</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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

40%	Empower and build relationships with CDCR and CCHCS staff and provide a confidential avenue to aid them in navigating through professional and personal difficulties by being available and responsive to their needs. Oversee incident response plans, provide guidance and respond to any staff support issues that may arise. Advise and assist staff in situations, including providing referrals and crisis intervention when needed. Assist in responding to the immediate individual and group recovery needs of staff after significant incidents. Extensive travel within the state as required for mission accomplishment. Provide crisis interventions for mental health/situational needs, including but not limited to, facilitating emergency care, notifying authorities in cases of likely imminent harm to self or others, and/or when a staff member's condition/behavior imminently threatens the safety/security/operation within the workplace. Intervene and make independent decisions regarding complex, confidential and sensitive staff issues.
25%	Provide consultation and assistance to CDCR management and/or individual workgroups regarding solutions to ongoing or anticipated problems involving stress resiliency and other mental health issues impacting CDCR employees; utilizing a mental health perspective, participates in the planning, development, implementation, delivery, and evaluation of a comprehensive program of health and wellness services to CDCR employees. Advise departmental authorities of common trends and assist in developing workable solutions that relate to employee physical health and mental wellbeing. Working with stakeholders, contribute to the development of interactive training sessions for employees on a variety of topics such as behavioral wellness, stress management, active listening skills, domestic violence, substance abuse education, characteristics of individuals who are in crisis or actively suicidal, crisis intervention and the identification of the signs of stress and trauma following an incident, and employee motivation to facilitate the overall wellness of the Department's workforce.
20%	Collect, analyze and report on qualitative and quantitative data to inform best practices and to guide departmental recommendations in decision making regarding the CO AP. Collaborate with partners in the community, including providers, labor organizations, and community resources to research and keep apprised of best practices, and to identify and develop adequate support for CDCR apprentices and their families; and develop and maintain an effective working relationship with the self-help community. Participate in the Office of Employee Wellness Family Initiative committee to assist in the planning and execution of events related to apprentices.
10%	Collaborate with partners in the community, including providers, labor organizations, and community resources to research and keep apprised of best practices, and to identify and develop adequate support for CDCR employees and their families; and develop and maintain an effective working relationship with the self-help community.
5%	Perform administrative duties including but not limited to; adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets by the due date.
<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; community organization principles; human problems and symptoms that prevent successful adjustment to community living; scope and activities of public and private health and welfare agencies; and current trends in mental health, public health, substance use disorder treatment 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 to improve mental health; analyze situations accurately and take appropriate action;</p>	

and communicate effectively.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- 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 made aware of this.
- Drug Testing Requirement: Applicants for positions in this classification 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 class for which drug testing is a requirement.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to the class of Clinical Counselor 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, patients, or incarcerated persons.

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

SPECIAL PERSONAL CHARACTERISTICS

An objective and empathic understanding of individuals diagnosed with substance use disorder or with remediate cognitive, mental, and emotional issues; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds, including nationality, race, ethnicity, ability, religious, gender, and other relevant factors.

- 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.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

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
-------------------------	----------------------	------