

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 076-220-9291-XXX				
UNIT NAME AND CITY LOCATED Mental Health Services Delivery System		CLASSIFICATION TITLE Supervising Psychiatric Social Worker I, CF				
		WORKING TITLE				
		COI Yes ☐ No ☐	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				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Chief of Mental Health or designee, the Supervising Psychiatric Social Worker I, provides clinical supervision to social workers providing care to inmate patients in a correctional facility. The Supervising Psychiatric Social Worker I, plans, organizes, directs the social work program and performs other related duties as assigned.						
% 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						
	TYPICAL TASKS: Provides supervision and review of work for assigned staff. Plans, organizes, and directs the social work program. Assigns cases and counsels social workers on casework problems; maintains adherence to social work policies of the department; conducts staff meetings; trains staff, evaluates staff performance and takes or recommends appropriate action. Participates in staff conferences; assists in the development of effective social work procedures, as they relate to the social work program. Establishes and maintains cooperative working relations with other agencies; dictates correspondence and prepares reports.					
55%	PERCENTAGE STATEMENT: Supervise social workers in assessments, diagnosis and treatments.					
15%	Provide direction and leadership in system implementation, including policies and procedures; client tracking system and case management assignments.					

10%	Conduct emergency evaluations, crisis intervention and assist with stress reduction.
10%	Assist in preparation of psychiatric/psychological evaluations/reports.
5%	Provide training for professional staff; other duties as needed.
5%	Assist with program planning.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principals, procedures, techniques, trends and literature of social work with particular reference to psychiatric social work; community organization principles; applying the principles of mental health education; characteristics and social aspects of mental and emotional disturbances and physically disabled; 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; principles and practices of administrative and clinical supervision, evaluating subordinates work, and giving in-service training; the Department's Affirmative Action Program and the processes available to meet affirmative action objectives. <i>Ability to:</i> Supervise licensed staff providing psychiatric social work services, including group and individual psychotherapy, case management, and discharge planning; apply the principles of mental and physical health education; supervise others, evaluate their work, and give in-service training; establish and maintain effective working relationships with those contacted in the work; secure accurate social data; record such data systematically, write clear, accurate and concise reports, and interpret statistical data; give field work training to psychiatric social work interns; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's affirmative action objectives. OTHER DOMAINS 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. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS - 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. • Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; tact; emotional stability; patience; alertness; and keenness of observation.	
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