

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 2/5/2026
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-501-9872-603	Unit Social Work Services		
Class Title Clinical Social Worker (Safety) Discharge and Community Integration Specialist (DCI)	Location DSH - Atascadero		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	Work Week Group E	Class Ranges U & V

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the hospital Supervising Psychiatric Social Worker, and in consultation with the statewide DSH Program Director for Discharge and Community Integration (DCI), the Discharge and Community Integration Specialist is a coordinator of hospital-based discharge efforts for civil and forensic patients within DSH, including but not limited to: training, resource development, strategic partnership, program implementation & evaluation, ongoing data collection and monitoring, and policies and procedures. Collaborates with the Forensic Conditional Release Program (CONREP) as it relates to discharge and community integration of relevant legal commitments and implementation of the new referral process. Serves as a trainer for staff, and as hospital liaison to the statewide Discharge and Community Integration program. Occasional, limited travel may occur and reimbursement will be in accordance with BU agreements and standard travel policies. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

35%	<p>Organizational Performance and Responsibilities</p> <ul style="list-style-type: none"> • Assist statewide DCI team with literature review and needs analysis. • Identify hospital needs (resources, training, materials) to improve DCI practices. • Assist in the development of DCI outcome measures and program objectives. • Identify local barriers to implementation and collaborate to develop solutions. • Assist in local implementation of evidence-based interventions. • Coordinate hospital data collection and monitoring related to DCI. • Track and report hospital progress related to DCI objectives. • Assist in local program evaluation. • Assist in integration of discharge best practices into hospital policy. • Coordinate with DCI Specialists at other DSH facilities, in collaboration with DCI Program Director. • Assist with research/publication on DCI projects and findings as appropriate. • Identify community resources and develop cooperative partnerships.
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	Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
20%	<p>Relationships with Other Agencies and Departments</p> <ul style="list-style-type: none"> • Collaborate with CONREP, CDCR, Jails, County Mental Health, Office of the Public Guardian, and other stakeholders as appropriate. • Develop and strengthen relations with outside agencies that provide housing, wrap-around care, or other services needed by discharging patients. • Collaborate with COAC, TIC, EHR, and other multidisciplinary efforts as needed. • Gather and report information in hospital committees as appropriate.
20%	<p>Workforce Development and Expansion of DCI Programs and Services</p> <ul style="list-style-type: none"> • Identify and develop local resources and support expanded hospital training on DCI topics. • Improve local understanding of discharge best practices. • Assist in the local improvement and expansion of DCI treatment offerings. • Support hospital implementation and program expansion.
20%	<p>Operational Functions</p> <ul style="list-style-type: none"> • Assist in the identification of training resources. • Provide local assistance related to resource allocation. • Maintain DCI project documents and draft reports. • Report regularly to DCI Program Director, Chief of Social Work, and hospital leadership on progress. • Assist in collection of hospital workforce training data.
5%	Performs other duties as assigned in relation to discharge and community integration.
Other Information	<p>Supervision Received: Supervising Psychiatric Social Worker</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; social aspects of mental, developmental, and physical disabilities; principles of mental health education; community organization principles; scope and activities of public and private health and welfare agencies; characteristics</p>

of mental, developmental, and physical disabilities; current trends in mental health, public health and public welfare and Federal and State programs in these fields.

ABILITY TO:

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

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action

and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Demonstrates knowledge and understanding of the requirements for individuals committed to the Department of State Hospitals.

TECHNICAL COMPETENCIES

Working knowledge of Microsoft Word
Working knowledge of Microsoft Excel
Working knowledge of Microsoft PowerPoint
Email/Internet

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must: Possess a valid license as a licensed clinical Social Worker issued by the California Board of Behavioral Sciences Examiners.

TRAINING CATEGORY - 2

The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature _____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

Physical Requirements of Position
Clinical Social Worker/Clinical Social Worker-Bilingual (9872)

Activity	Never/Rarely < 5 min.	Infrequently 5- 30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public		X				
By phone with public			X			
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff		X (Clinical guidance)				
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					