

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Department of State Hospitals (DSH)			
<b>Position No / Agency-Unit-Class-Serial</b> 502-XXX-0472-XXX		<b>Unit</b> Patton State Hospital			
<b>Class Title</b> Licensed Marriage and Family Therapist (LMFT)		<b>Location</b> Enhancement Services			
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>CBID R19</b>	<b>Work Week Group: E</b>	<b>Pay Differential</b>	<b>Other</b>
<p>The Department of State Hospital’s mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department’s team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.</p>					
<p><b>MAJOR TASKS, DUTIES, AND RESPONSIBILITIES</b> Under general direction of the Enhancement Services, Licensed Marriage and Family Therapists (LMFT) provide professional clinical counseling, psychotherapy, case consultation, and rehabilitative mental health services within the scope of licensure, applicable laws, and Department of State Hospitals policies and procedures. The LMFT utilizes marriage and family therapy principles, evidence-based therapeutic interventions, and clinical judgment to assess, diagnose, and treat patients with mental illness, co-occurring disorders, substance use disorders, emotional disturbances, interpersonal conflict, anger management concerns, and impulse control difficulties. Incumbents ensure public property is protected and safe. Respond to emergency situations as trained in Therapeutic Strategies and Interventions. LMFTs may work evenings and weekends, as needed to meet program and operational needs.</p>					
55%	<p><b>Provision of Treatment</b></p> <ul style="list-style-type: none"> <li>• Facilitate individual, marital, family, and group counseling sessions to address interpersonal conflict, family dynamics, emotional regulation, substance abuse, and behavioral health concerns.</li> <li>• Provide substance recovery counseling and treatment.</li> <li>• Provide approximately twenty (20) hours of face-to-face treatment weekly in an assigned program(s), as determined by supervisor.</li> <li>• Conduct mental health screenings.</li> <li>• Utilize evidence-based therapeutic interventions such as relational therapy, psychotherapy, patient education, clinical case management and consultation.</li> <li>• Complete clinical documentation related to the direct provision of care (e.g. assessments, progress notes, treatment plans, and interdisciplinary notes).</li> </ul>				

	<ul style="list-style-type: none"> <li>• Assess, evaluate, diagnose, and treat relational issues, emotional disorders, behavioral problems, mental illness, substance use disorders, and interpersonal behaviors.</li> <li>• Utilizes marriage and family therapy principles, theories, and evidence-based therapeutic practices to support patient recovery, emotional stability, and behavioral improvement.</li> <li>• Conducts comprehensive clinical assessments, psychosocial evaluations, treatment planning, and ongoing evaluations to establish individualized therapeutic goals and measurable treatment objectives.</li> <li>• Assist patients in developing healthy coping mechanisms, communication skills, problem-solving strategies, and decision-making abilities to improve interpersonal functioning and overall mental wellness.</li> <li>• Provides counseling services designed to reduce stress, improve emotional functioning, support behavioral change, and promote recovery-oriented treatment.</li> <li>• Ensure the safeguarding of the public by participating in risk assessment, evaluation, and recommendation for alternate level of care placement, or other case disposition, which may include release to the community and available resources with consideration for the risk the patient presents to the community.</li> <li>• Safeguarding the public by providing education to family members on opportunities to support their relative patient throughout treatment, the development of life skills and strategies for coping, and tools in confronting problems in a constructive manner to ensure their safety and ensure patients are able to acclimate back into society with minimal safety risks to both the patient and the community.</li> </ul>
30%	<p><b>Treatment Planning and Interdisciplinary Collaboration</b></p> <ul style="list-style-type: none"> <li>• Collaborates with interdisciplinary treatment teams, psychiatry, psychology, nursing, rehabilitation therapy, and social work staff to coordinate patient-centered care and support continuity of treatment services.</li> <li>• Follow up on results of counseling and patients' progress to determine effectiveness of programs</li> <li>• Respond to requests from patients' family members, courts and community agencies</li> <li>• Contribute to developing programs for mental health-oriented care, and cultural competence implications on mental health</li> <li>• Consult with other clinicians</li> </ul>
15%	<p><b>Site Specific &amp; Other Duties as Assigned</b></p> <ul style="list-style-type: none"> <li>• Contribute to effective teamwork with supervisors, co-workers, patients, family members, and outside agencies.</li> <li>• Participate in training/in-services, consultation, and other professional activities.</li> <li>• Assist with onboarding and mentorship of incoming therapists</li> </ul>

	<ul style="list-style-type: none"> <li>• May provide clinical supervision as needed/required by the Board of Behavioral Science for unlicensed marriage and family therapists</li> <li>• Maintain a working knowledge of current trends and developments in mental health, wellness, and recovery.</li> <li>• Participate in meetings, committees, conferences.</li> <li>• Perform other related duties as assigned.</li> <li>• Maintains a current license/registration.</li> <li>• Participates in the credentials and privileging process.</li> <li>• May assist with special projects.</li> </ul>
<p>Other Information</p>	<p><b>SUPERVISION RECEIVED</b>  The Licensed Marriage and Family Therapist receive directions from the Enhancement Services Program Director or designee. Clinical supervision will be provided by the Chief of Psychology or designee.</p> <p><b>SUPERVISION EXERCISED</b>  May act in the lead capacity. May provide clinical supervision to unlicensed marriage and family therapists as required by the Board of Behavioral Science.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>KNOWLEDGE OF:</b> Principles, procedures, techniques, trends, and literature of psychotherapeutic theories and the treatment of substance use, mental and emotional disorders; human development and symptoms of mental illness that prevent successful adjustment to community living; and mandated reporting requirements to welfare agencies; characteristics of mental, developmental, and physical disabilities; diagnostic criteria, related mental health disorders and corresponding treatment modalities; cultural diversity and relevant therapeutic implications; and current trends in mental health, substance use disorders and public welfare, and Federal and State programs in these fields.</p> <p><b>ABILITY TO:</b> Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psychosocial and clinical data and record such data systematically; prepare clear, accurate, and concise reports; provide professional consultation; analyze situations accurately and take effective action; work collaboratively with interdisciplinary treatment teams; and communicate effectively.</p> <p><b>REQUIRED COMPETENCIES:</b></p> <p><b>ANNUAL HEALTH REVIEW</b>  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 can safely perform their essential job functions.</p>

**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 competency and sensitivity in the workplace to promote fair treatment among 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 HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

To ensure the hospital's policy to provide a workplace free from sexual harassment, hostility, offensive language/ behavior and intimidation. Is responsible for ensuring that hospital objectives are implemented relative to staff-patient interaction.

**COMMITMENT LAWS AND PROCESSES**

Demonstrate understanding of the commitment processes for patients residing on the unit(s) and for whom services are provided.

For those committed pursuant to the Offender with a Mental Health Disorder and Not Guilty by Reason of Insanity laws, understand the OMD/NGRI commitment processes and criteria; promote the benefits of the Conditional

Release Program (CONREP), CONREP placement, and instruct/reinforce teachings of the law and CONREP's acceptance criteria.

Possess knowledge of the laws pertaining to mentally ill prisoners.

**TECHNICAL COMPETENCIES**

Demonstrate competence in assessment procedures necessary to produce reliable and valid findings. Possess basic computer skills.

**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 Services.

**TRAINING CATEGORY – 2**

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

**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, including but not limited to, evenings and weekends 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.

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).

\_\_\_\_\_  
Classification  
(Employee Signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Classification (Supervisor Signature)      Print Name      Date

\_\_\_\_\_  
Classification Reviewing Supervisor Signature      Print Name      Date