

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 10/22/25
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-501-4872-902	Unit Social Work Services		
Class Title Graduate Student Assistant (Master of Social Work Intern)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID E	Work Week Group 2	Class Ranges A-D
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES In a trainee capacity, the Master of Social Work (MSW) intern participates as a team member with other treatment disciplines, provides group treatment for patients, assists program staff in evaluating patient readiness for discharge, and assesses needs related to the patient's discharge to the community.			
45%	Treatment and Discharge Planning <ul style="list-style-type: none"> Provides case management services including discharge plans Identifies resources for community integration Provides group and individual treatment Maintains contact with and provides updates to families and collateral contacts related to discharge planning Attend treatment team conferences Attend unit shift change 		
40%	Documentation and Recording <ul style="list-style-type: none"> Completes 30-Day Psychosocial Assessments Writes 5-Day admission, quarterly, annual, and discharge notes Documents required consents and releases of information Completes university required documentation 		
10%	Professional, Resource, and Training Functions <ul style="list-style-type: none"> Attends Social Work Service meetings Regularly meet with Supervising Psychiatric Social Worker I to plan and assess work Maintains knowledge current resources, legal, social, and clinical literature Assume advocacy role with patients in apprising them of their treatment and available resources 		
5%	Program Evaluation and Development <ul style="list-style-type: none"> Participates in committees, as eligible. 		

	<ul style="list-style-type: none"> • Participate in weekly (and as-needed) IDT meetings to review clinical matters such as questions about individual and family cases, larger unit treatment issues, and other clinical issues of interest to the group • Consults with supervisor/management on patient progress, needs, resources and staff development needs
Other Information	<p>Supervision Received: Supervising Psychiatric Social Worker</p> <p>Supervision Exercised: N/A</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, procedures, techniques, trends, and literature of social work with particular reference to psychiatric 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 of mental, developmental and physical disabilities; current trends in mental hygiene, public health and public welfare and federal and state programs in these fields.</p> <p>ABILITY TO: Utilize and apply effectively the required technical knowledge; and maintain the confidence and cooperation of persons contacted in the work; secure accurate social data and record such data systematically; write clear, accurate, and concise reports; find homes for and place and supervise family care clients/patients; locate jobs for and plan and supervise clients/patients in protected employment; analyze situations accurately and take effective action; communicate effectively.</p> <p>REQUIRED COMPETENCIES</p> <p>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.</p> <p>INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p>

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 HIPPA 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. This position is under Social Work Service. The student will be working 20-24 hours per week for a nine-month period. The student will be an advanced standing student or a second-year master level student from an accredited social work school. The percentage for each responsibility listed above will vary due to part-time status and the needs of the students. In addition to the above responsibilities, time will be allocated for training and supervision.

TECHNICAL COMPETENCIES

TREATMENT/TEACHING

Demonstrate the ability to apply relapse prevention skills, skill building education, and cognitive behavioral theory.

ASSESSMENT AND PLANNING

Demonstrate the ability to utilize assessment information, patient interviews, and team discussion to plan treatment based on patient need.

LICENSE OR CERTIFICATION

N/A

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.

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).

Employee Signature _____
 Date

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

Supervisor’s Signature _____
 Date

Reviewing Supervisor’s Signature _____
 Date

Physical Requirements of Position
GRADUATE STUDENT ASSISTANT (4872) MSW Intern

ActivityX	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					
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			
Walking			X			
Running	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					