

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Department of State Hospitals-Patton; Social Work Services			
Position No / Agency-Unit-Class-Serial		Unit			
Class Title Clinical Social Worker (Safety)		Location			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID 19	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions					
1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Works as a team member with other treatment disciplines; provides casework and group/ individual treatment for individuals; assists program staff in evaluating individuals' readiness for release; assist with housing and community resources preliminary to individuals' release from hospital care; makes treatment recommendations.					
% 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; percentage must total 100%. (Use additional sheet if necessary).				
25%	<u>Area 1: Assessment and Interdisciplinary Planning</u> <ul style="list-style-type: none"> • Completes psychosocial assessments according to policy; summarize information and make recommendations for use in diagnosis, treatment, admission, transfer and dispositional release; collaborate in the formulation for diagnosis • Attend and participate in Treatment Planning Conferences, assist the Team in identifying the patient's strengths, treatment needs and priorities, provide input on progress in treatment, prepare and update treatment plans that reflect the patient's current and ongoing treatment needs. • Assist the Treatment Team in defining discharge criteria for patients and assessing progress towards and discharge criteria. • Work collaboratively with other Treatment Team members, develop and implement comprehensive treatment services that address the treatment needs of hospitalized individuals. • Prepare Court Reports regarding treatment progress and Treatment Team's recommendation. 				
30%	<u>Area 2: Clinical Services</u> <ul style="list-style-type: none"> • Provide individual, group, and family therapy services for patient's, families, and significant others to meet identified treatment needs. • Document psychosocial and other treatment modalities in the patients' medical record in compliance with established standards. • Provide suicide and crisis risk assessments and intervention services to patients 				

25%	<p><u>Area 3: Case Management Services</u></p> <ul style="list-style-type: none"> • Develop and maintain contact with patient’s families as appropriate and provide them with information when proper release forms have been signed. • Providing liaison services with community agencies such as, but not limited to, county mental health, conservators/guardians, parole, conditional release programs (CONREP), courts, and other agencies • Provide and/or coordinate case management services on behalf of patients • Provides assistance to patients, their families, significant others, community agents, and other treatment providers in understanding mental illness, as well as locating and utilizing available treatment and community resources.
15%	<p><u>Area 4: Discharge Planning</u></p> <ul style="list-style-type: none"> • Coordinate and monitor the discharge referral process to the applicable community agent(s) in order to ensure a timely and appropriate discharge of hospitalized individuals. • Advocate on behalf of the patient for discharge to the least restrictive setting in the community when discharge criteria are met. • Coordinates and directs the discharge of an patient by working with other team member and hospital department, as needed. • Makes recommendations to the appropriate individuals and/or agencies concerning post-hospital treatment needs in order to facilitate a therapeutic transition to their home, back to court, or a community placement setting. • Provides assistance to treatment providers, individuals, and significant others in locating and utilizing available resources, including treatment, casework, and community services.
5%	<p><u>Area 5: Social Work-Additional Accountabilities</u></p> <ul style="list-style-type: none"> • Contributes meaningfully to the activities of the Social Work Service. <ul style="list-style-type: none"> - Attend and participate in staff and professional meetings, including the Social Work Service hospital-wide meetings and other meetings as required. - Attends and participates in Social Work Professional Committees meetings. - Actively participates in efforts to improve the quality of the hospital and the Social Work Service. • Assumes responsibility for their clinical and professional development. • Adheres to National Association of Social Workers Code of Ethics. • Maintains a current license/registration in accordance with the Board of Behavioral Sciences (BBS). • Participate in credentials and privileging processes. • If unlicensed, participate in clinical supervision in accordance with BBS requirements and hospital policies. • May provide clinical supervision to Social Work interns (Graduate Students Assistants) and licensed eligibility supervision as needed/required by the Board of Behavioral Science for unlicensed Clinical Social Workers working towards a Licensed Clinical Social Worker (LCSW).
	<p>2. SUPERVISION RECEIVED The Clinical Social Worker is under the administrative supervision of the Program Assistant and is clinically accountable to the Supervising</p>

	<p>Psychiatric Social Worker I and ultimately to the Program Director and Chief of Social Work Services. All unlicensed Social Workers and Social Workers with limited privileges will be assigned a Licensed Clinical Social Worker to provide Clinical supervision only until they receive their license or full privileges.</p>
	<p>3. SUPERVISION EXERCISED May be requested to provide clinical supervision to an unlicensed Social. Must have delineated privileges to provide such supervision.</p>
	<p>4. KNOWLEDGE AND ABILITIES 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 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.</p>
	<p>5. REQUIRED COMPETENCIES 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 safe or security hazards. CPR Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories: <input type="checkbox"/> Pediatric <input type="checkbox"/> Adolescent <input checked="" type="checkbox"/> Adult <input checked="" type="checkbox"/> Geriatric THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in therapeutic strategies and interventions (TSI). RESTRAINT/SECLUSION Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.</p>

	<p>SITE SPECIFIC COMPETENCIES Demonstrates knowledge and understanding of the requirements for individuals committed to the Department of State Hospitals.</p>
	<p>6. 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:</p> <ul style="list-style-type: none"> • Possess a valid license as a Licensed Clinical Social Worker (LCSW) issued by the California Board of Behavioral Science Examiners. • Unlicensed Clinical Social Workers are responsible to maintain Associate Clinical Social Work status with the Board of Behavioral Sciences until licensed. (A wavier period is available for unlicensed Social Workers working towards qualifying for the California State License.)
	<p>7. TRAINING - Training Category = Type I. The employee is required to keep current with the completion of all required training.</p>
	<p>8. WORKING CONDITIONS EMPLOYEE IS REQUIRED TO:</p> <ul style="list-style-type: none"> • Report to work on time and follow procedures for reporting absences. • Maintain a professional appearance. • Appropriately maintain cooperative, professional, and effective interaction employees, individuals, and the public. • Comply with hospital policies and uphold Social Work Code of Ethics as described by the National Association of Social Workers (NASW).
	<p>The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.</p>
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <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>

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	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.		
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	Supervisor Signature	Print Name	Date
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	Reviewing Supervisor Signature	Print Name	Date