

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 573-200-9867-003	Date:
Class: Supervising Psychiatric Social Worker I	Name:
Under the general direction of the Senior Psychiatrist and oversight from the Skilled Nursing Facility Administrator, the Supervising Psychiatric Social Worker provides supervision to Licensed Clinical Social Workers who provide support, assistance, and counseling to residents and their families through periods of change, stress, emotional, and mental problems at the Veterans Home of California, Yountville. The incumbent will plan, organize, and direct the Clinical Social Work Program for the Intermediate Care Facility (ICF) and the Skilled Nursing Facility (SNF) side of the home and coordinate with other departments.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Provides Licensed Care Social Work services directly to residents. Write clear, accurate, and concise reports promptly based on the regulations and policies. Analyze situations accurately and adopt an effective plan of action. Maintain accurate records of assessments, care plans, and interventions. Perform assessments to identify residents' needs, including emotional, mental, and psychosocial well-being. Develop individualized care plans. Work as part of an interdisciplinary team to provide coordinated care, including but not limited to collaborating with the resident admission, discharge planning, assisting with POLST, and Advance Health Care Directive development.
20%	Oversee, develop, and monitor treatment programs. Work closely with other departments in developing a structured environment for residents who improve in that environment.
20%	Plan, organize, and direct the Clinical Social Work Program for the ICF and SNF units. Update the Social Services policy and procedures manual as new laws and regulations change. Monitor the Social Services program in conjunction with the quality assurance program to maintain guidelines of the California Department of Public Health (CDPH) and the U.S Department of Veterans Affairs (USDVA).
15%	Provide leadership and direction to the Clinical Social Worker staff. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports. Successfully complete all mandatory supervisory training/Relias training as required. Participate in examination and hiring interview panels. Train staff as requested and needed. Perform special projects as requested by the direct supervisor.
10%	Provide consultation to other departments. Participate in management conferences. Provide a working and task-oriented relationship with

	community agencies. Ensure grievances, code of conduct, and/or elder abuse claims are properly investigated, handled, and documented.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with residents, department managers and staff in person and via telephone; provide verbal information.					X
SPEAKING: Communicate with residents, department managers and staff in person and via telephone; interact in meetings.				X	
WALKING: Within the Home to various units.			X		
SITTING: Work station; counseling sessions; meetings; training.				X	
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes; counseling sessions.					X
COMPREHENSION: Understand resident discussions and needs; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents/charts.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Assist residents; use copier; access low file drawers and shelves.			X		
KNEELING: Assist residents; use copier; access low file drawers and shelves.		X			
PUSHING OR PULLING: Chart cart, open and close file drawers.			X		
HANDLING: Sort paperwork; supplies.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____