

**DUTY STATEMENT**

DS 3022 (07/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
PROGRAM SERVICES DIVISION  
CLINICAL SERVICES BRANCH**

**DUTY STATEMENT**

**JOB TITLE:** Clinical Social Worker (Health Facility)      **POSITION #:** 472-565-9877-917

**WORKING TITLE:** Licensed Clinical Social Worker      **EMPLOYEE:**

**POSITION DESCRIPTION:** The Clinical Social Worker (Health Facility) (CSW) serves as a clinical liaison within the Clinical Services Branch (CSB) of the Statewide Clinical Services Division. The CSW provides advanced clinical and analytical support to CSB, the Department of Developmental Services, regional centers, and cross-system partners to assist in the assessment, coordination, and delivery of services for individuals within the Developmental Services Safety Net (Safety Net). Responsibilities include clinical case coordination and consultation, multi-system navigation, the provision of clinical consultation and training, and professional consultation and clinical guidance of unlicensed social workers in state-operated facilities.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Under the general direction of the Senior Psychologist (Health Facility) (Supervisor).

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 25% In partnership with Department branches, coordinate, facilitate, and consult with interdisciplinary teams including regional centers, Child Welfare, Probation, Education, and Health Services to provide technical assistance to local system partners in the assessment, development, and implementation of comprehensive service plans for Lanterman-eligible individuals with complex, high-acuity needs referred to Safety Net or the Children and Youth System of Care.
- 15% Provide expert guidance, professional consultation, and technical assistance, including, but not limited to, drafting and reviewing policy briefs, guides, memos and other programmatic documentation to regional centers, state-operated facilities, and Department branches on navigating health and mental health systems, including Medi-Cal, Managed Care, County Mental Health Plans, regional center vendorization, and specialized behavioral and mental health support services.

15% Provide flexible, timely, and responsive subject matter expertise for navigating complex care systems, supporting continuity of care during transitions from institutional to community settings reviewing psychosocial information, complex cases, and service arrays to identify and recommend appropriate services and interventions for improved case outcomes.

20% Conduct research; review and analyze information; and compile psychosocial, clinical, programmatic, and policy data related to best practices for cross system access and navigation for individuals with complex and high acuity needs. Summarize findings to inform Department leadership and program development activities.

Maintain timely documentation within Department tracking systems. Prepare clear, accurate, and concise reports and data for management regarding case progress and systemic barriers to care. Develop and maintain tools and systems for review, tracking and reporting on work plans and work activities. Prepare bill analyses, reports, correspondence and other written documents in response to inquiries, issues, complaints and/or assignments related to areas of responsibility.

10% Develop and deliver psychoeducation, training, and workshops to the community including, but not limited to, regional centers, agency partners, providers and caregivers, regarding behavioral health, psychosocial needs, developmental disability support strategies, trauma-informed care principles, specialized resources and inter-agency procedures to enhance community-based support.

10% Provide clinical guidance to unlicensed social workers through professional consultation in the Department's state-operated settings consistent with BBS licensure requirements. Review psychosocial assessments, treatment plans, and other clinical documentation to provide guidance, feedback, and support regarding clinical practice, adherence to professional standards and Department policy.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

**WORKING CONDITIONS:** Work is hybrid and may be performed in remote, office and field settings. Position may require up to 10% travel throughout California.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Developmental disabilities, the Lanterman Act, multi-agency service systems, and community-based services.

Ability to: Strong interpersonal and communication skills. Coordinate interagency services, analyze complex clinical cases, communicate effectively, and maintain cooperative working relationships.

**CERTIFICATION OR LICENSE:** Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.