

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: BL	Date: 10-4-2024
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-501-9867-XXX	Unit Social Work Services		
Class Title Supervising Psychiatric Social Worker I - Safety	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group S19	Class Ranges U
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under general direction, to provide clinical supervision to Clinical Social Workers; to plan, organize, direct, and evaluate the quality and effectiveness of Clinical Social Work practice; and act as a liaison between Clinical Social Workers and program management. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
60%	Personnel Management and Supervision Provides supervision and oversight of assigned Clinical Social Workers and interns. Assists the Chief of Social Work with the hiring process. Monitors adherence to Social Work policies and all hospital policies. Collaborates with Program Management and Chief of Social Work to evaluate Social Work staff performance and takes or recommends appropriate action. Participates in disciplinary process in collaboration with Program Management. Monitors issues related to Social Worker absences. Assures that unlicensed and new staff receive adequate orientation, supervision, and consistent direction. Conducts periodic performance appraisals and assures that regularly scheduled evaluations occur. Participates in planning, development and evaluation of treatment programs related to the Social Work Service. Assists in the development of effective Social Work policies and procedures. Promotes and practices Equal Employment Opportunity and assures compliance with department and hospital policies. Assists in the implementation of Performance Improvement. Administers audit tools including entering data into data bases. Interprets and analyzes findings for reports. Proposes improvements in service delivery as a result of findings. Plans and implements necessary changes in service delivery.		
10%	Administration Support diversity and upward mobility. Conducts Social Work staff meetings. Provide coverage during the absence of the Chief of Social Work. Dictates/prepares correspondence and reports. Other duties as requested by the Chief of Social Work.		

	May perform or supervise research related to Social Work. Assist in the development of programs of community planning, education and consultation in mental health.
10%	<u>Training</u> Identifies training needs and implements educational opportunities for Social Work services. Provides in-services and training to Social Work staff. Provide orientation regarding social work duties and responsibilities to new Social Work staff. Supervises and monitors training of social work interns. May provide training to other facility departments.
10%	Liaison and Representation Participate in administrative meetings/conferences and represent Social Work services on assigned hospital committees. Attend Social Work meetings and, as appropriate, program meetings and unit shift change meetings. Represent Social Work Service at various community agencies and meetings. Provide consultation to hospital staff regarding Social Work Service.
10%	Clinical Services Provide individual and group treatment for observation and purposes. Completes clinical Social Work assessments and documentation. Provide direct services to individuals either through one-to-one intervention or through a group process. Works with institutional and headquarters staff for the purpose of improving policies and procedures as they relate to Social Work. Establishes and maintains cooperative working relationships with community agencies. Develops curriculum, identifies gaps and works with clinicians to improve curriculum utilized. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
Other Information	Supervision Received: The Supervising Psychiatric Social Worker I is under the clinical and administrative supervision of the Program Director, Social Work (Chief of Social Work). Supervision Exercised: The Supervising Psychiatric Social Worker I provides clinical supervision and direction to assigned social work staff.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, procedures, techniques, trends and literature of social work with particular reference to psychiatric social work; community organization principles; applying the principles of mental health education; characteristics and social aspects of mental and emotional disturbances and mental deficiency and physically disabled; scope and activities of public and private health and welfare agencies; current trends in mental hygiene, public health and public welfare and Federal and State programs in these fields; principles and practices of supervision and supervising others, evaluating their work, and giving in-service training; the department's affirmative action program objectives; a supervisor's role in the Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives.

ABILITY TO:

Arrange placement for patients on leave of absence; apply the principles of mental and physical health education; supervise others evaluate their work, and give in-service training; establish and maintain working relationships with those contacted in the work; secure accurate social data, record such data systematically, write clear, accurate and concise reports, and interpret statistical data; develop and direct a boarding home program for patients; give field work training to psychiatric social work students; analyze situations accurately and adopt an effective course of action, speak and write effectively; effectively contribute to the department's EEO objectives.

REQUIRED COMPETENCIES**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.

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 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 applies treatment for adult forensic patients within the meaning of all PC and H&S code commitments to improve mental health and reduce risk of re-offense.

TECHNICAL COMPETENCIES

Must have the ability to learn data systems used by the hospital.

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.

- Possess a valid license as a licensed clinical social worker issued by the California Board of Behavioral Science Examiners.

TRAINING CATEGORY - 2

The employee is required to keep current with the completion of all required training. The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4

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
SUPERVISING PSYCHIATRIC SOCIAL WORKER (9867)

Activity	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			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing		X (Stairs)				
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					