

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health		CLASSIFICATION TITLE Supervising Psychiatric Social Worker I, CF				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Division/Program and/or Position Overview The Supervising Psychiatric Social Worker (SPSW) will be supervised by the Chief Psychologist, and will report to the Correctional Health Services Administrator II and the Standards Compliance Coordinator regarding all social work issues pertinent to Title 22 or other licensure requirements. The SPSW will provide direct supervision to psychiatric social workers working with mentally or developmentally disabled persons in outpatient and inpatient settings, including evaluations, therapeutic interventions and discharge planning. The SPSW will ensure compliance with MHSDS Departmental and licensure standards in the provision of such services.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
25%	Incarcerated patients care; evaluations of needs; consultation with referral sources and agencies within CDCR and the community; liaison with incarcerated patient family members; documentation in health care records.					
25%	Clinical supervision of psychiatric social workers; recruitment and hiring process of new social worker staff. Individual and group psychotherapy.					

20%	Program development in social services and MHSDS
10%	Probationary and annual performance evaluations.
10%	Parole revocation process.
10%	Participation in various staff meetings as needed.
5%	Provide In Service Training for institutional staff in principles and practices of social workers,
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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 physically disabled; scope and activities of public and private health and welfare agencies, current trends in mental health, public health and public welfare and Federal and State programs in these fields; principles and practices of administrative and clinical supervision, evaluating subordinates work, and giving in-service training. <i>Ability to:</i> Supervise licensed staff providing psychiatric social work services, including group and individual psychotherapy, case management, and discharge planning; apply the principles of mental and physical health education; supervise others, evaluate their work, and give in-service training; establish and maintain effective working relationships with those contacted; secure accurate social data, record such data systematically, write clear, accurate and concise reports, and interpret statistical data; give field work training to psychiatric social work interns; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's affirmative action objectives. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS - Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, ability, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated patients. - Assignments may include sole responsibility for the supervision of the incarcerated, or youthful offenders and/or the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional culture. - Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE