

DUTY STATEMENT

		RPA/647#	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California State Prison - Sacramento		POSITION NUMBER (Agency - Unit - Class - Serial) 284-220-9291-	
UNIT NAME AND CITY LOCATED California Correctional Health Care Services		CLASS TITLE Supervising Psychiatric Social Worker I	
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general direction of the Chief Psychologist, the Supervising Psychiatric Social Worker I, CF provides supervision to psychiatric social workers with and on behalf of mentally, physically or developmentally disabled persons.

ESSENTIAL DUTIES	
50%	Provides supervision to a psychiatric social work staff in the institution; plans, organizes, and directs the psychiatric social work program; assigns cases and supervises social workers on casework and clinical services problems; maintains adherence to social work policies of the department; conducts staff meetings; trains staff, evaluates staff performance and takes or recommends appropriate action; supervises the training of psychiatric social work students; personally performs or supervises research relating to psychiatric social work.
20%	Actively participates on Interdisciplinary Treatment Teams and Institutional Classification Committees (ICC). Assists in the development of effective social work procedures; works with institutional and headquarters staff for the purpose of improving policies and procedures as they relate to the social work program; establishes and maintains cooperative working relations with community agencies.
15%	Assists in the development of programs of community planning, education, and consultation in mental and physical health; develops and directs discharge planning and arranges for referral of inmate patients for placement and community resources; addresses groups on the psychiatric social work program.
10%	Provides in-service training to other mental health staff and to the institution.
5%	Attends professional conferences, workshops, and seminars. Maintains appropriate continuing education units for licensure and/or renewal. Attend 40 hours of In-Service training annually as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: Supervises a staff of Clinical Social Workers.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.)[Individuals who do not qualify for licensure by the California Board of Behavioral Science Examiners may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.] **and Education:** Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 **and** two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4980.40 (f) (3) of the Business and Professional Code.

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance.

MATHEMATICAL SKILLS: Ability to add, subtract and understand test reliability and validity and fundamental statistics.

REASONING ABILITY: 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 social data and record such data systematically; write clear, accurate, and concise reports; analyze situations accurately and take effective action; and communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners.

OTHER SKILLS AND ABILITIES: Knowledge of principles, procedures, techniques, trends, and literature of social work with particular reference to psychiatric social work; social aspects of mental and 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.

SPECIAL PERSONAL CHARACTERISTICS: Understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; keenness of observation and demonstrated leadership ability.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility 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 inmates.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - for several minutes while talking to someone, waiting at a gate or door, or obtaining supplies from office shelves.

Walking: Occasionally - throughout the institution, to meeting rooms and dayrooms.

Sitting: Frequently to Constantly - during meetings, while conducting assessments and evaluations, and completing paperwork. Usually sitting one half or more of the workday.

Lifting: Occasionally - lifting of items weighing under a couple of pounds such as files and writing pens.

Carrying: Occasionally - items weighing less than a couple of pounds are carried throughout the office.

Bending/Stooping: Occasionally - may bend or chose an alternative position to retrieve items from lower shelves or drawers.

Reaching in Front of Body: Frequently - writing photocopying, obtaining supplies, reviewing files, opening doors, and talking on the telephone.

Reaching Overhead: Occasionally - reaching upper cabinets and supplies on upper shelves.

Climbing: Occasionally - climbs stairs to the second tier of cells occasionally on emergency calls and climbs stairs to some meetings, weekly.

Balancing: Occasionally - while climbing stairs.

Pushing/Pulling: Occasionally - opening and closing drawers and doors.

Kneeling/Crawling: N/A

Crouching: Occasionally - reaching items on lower shelves or in lower cabinets.

Fine Finger Dexterity: Occasionally to Frequently - writing notes in medical charts, initial evaluations, assessments, filling out forms requiring check-offs, brief lists, and brief narratives and while turning pages of medical files.

Hand/Wrist Movement: Frequently - handling, charting and documenting medical files, handwriting as noted above and handling office supplies.

Hearing/Speech/Sight: Constantly - required for supervision of inmates, safety awareness, communication, training, and overall performance of assigned duties.

Driving Cars/Trucks/Forklift Other Moving Equipment: Occasionally - electric carts may be driven in an emergency.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - may be exposed to cigarette smoke.

Temperatures Extremes: Occasionally - exposed to some outdoor weather conditions when traveling between facilities, to and from work and to meetings.

Architectural Barriers: N/A

Working Surfaces: Frequently - concrete, linoleum, turf, asphalt, dirt.

Risk of Electrical Shock: N/A

Toxic or Caustic Chemicals: N/A

Noise and Vibration: N/A

Works in High, Precarious Places: N/A

Blood-borne Pathogens: Occasionally - uses proper infection control procedures to limit exposure to blood and other body fluids in a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Usual office equipment, personal computer, telephone, pager, telephone, fax machine, cellular phone, whistle, personal alarm, and protective vest.

GENERAL POST ORDER ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the *Armstrong* Remedial Plan require COCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

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