

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-922-9872-221		MCR / HCR 1	
DIVISION / UNIT Behavioral Health Reintegration (BHR)		CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility)-Safety			
		WORKING TITLE Clinical Social Worker			
		TIME BASE / TENURE P/FT	CBID R19	WWG E	COI Yes ☐ No ☒
LOCATION San Jose		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and 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.					
DIVISION OVERVIEW					
The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.					

GENERAL STATEMENT	
Under general direction of the Supervising Psychiatric Social Worker I, Correctional Facility, the Clinical Social Worker (CSW), Health/Correctional Facility-Safety provides clinical case management services that are immediate, in-house, accessible, and flexible during core business hours. BHR clinicians possess specialized forensic behavioral health treatment skills and can address the issues of the supervised population – which is both high risk and high need – such as those at the intersection of behavioral health, substance use, and criminal behavior. Clinical case management services are conducted in in-person, telephonically and via videoconferencing. BHR clinicians provide a range of services that facilitate the effective and efficient transition of supervised persons to community-based care and must be willing and able to address the risks and needs of a supervised person along with the clinical case management continuum of care by providing assessment, brief and supportive treatment, and resource linkage and discharge planning. BHR clinicians work collaboratively, professionally, and creatively to support DAPO's mission of supporting public safety and successful supervised person community reintegration.	
% 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.
40%	Maintain a caseload of clients/supervised persons via in-person, video contacts, or phone. Provide clinical case management services, including initial and ongoing assessment and immediate behavioral interventions for imminent mental health and/or substance use needs. Secure accurate psycho/social data and record such data systematically. Complete and update comprehensive needs assessments and individualized treatment plans. Participate in risk assessment and recommendations for appropriate level of care placement or other case disposition. Review pre-release and previous post release assessments and records to consider when assessing supervised persons needs and risks. Recommend appropriate services based on assessment. Complete diagnostic evaluations. Assist in immediate and long-term referrals and linkages for identified needs, including but not limited to food, clothing, housing, substance abuse, medical, mental health, psychiatric medications, dental treatments, job training/employment. Assist with completing benefit applications such as Medi-Cal, SSDI, etc. Provide support for sustained engagement in treatment. Provide individual and group psychotherapy to support referrals and resource linkage. Provide ongoing support for supervised persons whose mental health conditions interfere with their successful discharge from parole. Provide intensive services for high risk/high need supervised persons who are unable/unwilling to utilize community/county resources. Facilitate topic-related groups to assist supervised persons with parole compliance, health and wellness, resource development, offense related topics, and successful reintegration. Such groups may include topic areas such as but not limited to: Supporting pro-social thinking, developing non-violent conflict resolution skills, increasing resilience, supporting medication compliance, improving symptom management, addressing co-occurring disorders, identifying community resources, and developing life skills. Prepare clear, accurate, and concise verbal and written social work reports, notes, and treatment plans.
35%	Support the implementation and development of program and treatment interventions. Serve as Clinician of the Day (COD), making clinical case management services immediately available to supervised persons referred by parole agents, provide suicide and crisis assessment and intervention, completes discharge reviews, etc. Facilitate web-based video appointments with supervised persons and psychiatrists for medication management using Microsoft Teams. Enter all case management contacts and other pertinent data into various Department of Corrections and Rehabilitations (CDCR) computer systems and databases. Consult and collaborate with parole agents by providing information about supervised person risks and needs, and potential interventions, treatments, behavior management and treatment issues, and resources during parole and for discharge planning. Upon completing departmental sanctioned training, may accompany parole agents on Community Wellness Visits at their homes and in the community to assess clinical case management needs for high need and/or disengaged client/supervised persons. Consult and collaborate with colleagues and other staff related to behavior management treatment issues.
20%	Develop and maintain community resource directory to serve as reference for supervised person referrals and linkages to needed services and treatment. Conduct and participate in supervised persons case conferencing, Integrated Partnership Team Meetings, PACT meetings and collaborate with BHR staff, parole agents, contractors, divisional and institutional staff, community providers and supervised person family members. Serves as the community liaison for CDCR and maintains a professional relationship with various community treatment providers and social services agencies. Participate in meetings with community treatment providers

5%	(such as CalWORKS, Department of Rehabilitation, Department of Social Services, Social Security Administration and Veterans Affairs). Attend staff meetings, workgroups, trainings, conferences and travel as necessary. Provide support and guidance to CSW interns. Participate in Quality Assurance and Improvement activities and research as needed. Respond to requests from clients/patients, family members, courts, and community agencies. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Facilitate and co-facilitate mental health awareness and case management courses for the parole agent academy on a volunteer basis. Participate in continuing education and training in Best Practices and standards related to the field of social work, including certificate in Forensic Social Work and trauma-informed practice. Represent the State of California by testifying in court proceedings. Physical Functions: Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising health and well-being of self or others. Must be able to handle/manipulate items such as files, laptops, binders, manuals, training material, etc., weighing up to ten pounds. Perform regular duties on a wide range of working surfaces which may be uneven or rough, indoors or outdoors, including after dark, in varying weather conditions and temperatures, as well as in temperature-controlled environments. Assignments may include sole responsibility for the control of patients/clients, and 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 through observation and building rapport. • 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. • Ability to utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work. • Ability to analyze situations accurately and take effective action. • Ability to communicate effectively. • An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities. • Maintain the flexibility to alter hours as needed. • Tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.	
SPECIAL REQUIREMENTS	
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.	
CONSEQUENCE OF ERROR	
• Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.	

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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