

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-521-9877-917				
Medical Services, ISUDT/Complex Care Programs ISUDT/Complex Care		CLASSIFICATION TITLE Clinical Social Worker (Health Facility)				
		WORKING TITLE Licensed Clinical Social Worker (Telemedicine)				
		COI Yes ☐ No ☒	WORK WEEK GROUP E	CBID R19	TENURE LT	TIME BASE INT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Headquarters-Elk Grove Headquarters-Rancho Cucamonga				
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:						
Under the general direction of the Supervising Psychiatric Social Worker, the Clinical Social Worker (Health Facility) (CSW) works in Medical Services, ISUDT/Complex Care Programs - ISUDT/Complex Care unit. The CSW provides clinical care and services to incarcerated individuals within California Department of Corrections and Rehabilitation (CDCR) via telemedicine as assigned and scheduled. The CSW conducts biopsychosocial assessments, risk assessments, level of care assessments, and screenings. The CSW also provides clinical treatment interventions such as brief counseling, group therapy, individual counseling and crisis intervention as needed. The CSW consults and collaborates with other disciplines for the care and treatment of individuals in CDCR/CCHCS and participates in interdisciplinary care planning and coordination. The CSW performs assessments that assists with and facilitates transitional care planning that links patients with community resources and services as they release from CDCR.						
% 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						

60%	Provides direct patient care. Conducts risk assessments to determine appropriate level of intervention (using National Institute on Drug Abuse (NIDA)-Modified Assist). Refers lower risk individuals to early intervention (Life Skills). Conducts level of care assessment on moderate to high-risk individuals (American Society of Addiction Medicine [ASAM] Co-Triage) and refers to appropriate level of care. Conducts comprehensive, multidimensional assessment when indicated (ASAM CONTINUUM). Conducts Cognitive Behavior Therapy for individuals with Substance Use Disorder (SUD), either in one on one and/or groups settings. Conducts level of care assessments for patients preparing for release from CDCR (ASAM Re-entry Interview Script Enhancement [RISE]). Develops and/or contributes to treatment and care plans of patients.
25%	Reviews patient files, gathers data, and completes reports and other required documentation. Initiates and participates in patient care conferences and prepares and presents patient summaries and consults with other professionals. Make recommendations to the care teams and effectively communicates and collaborates with the patient and all disciplines involved in the care of the patient; including community partners, agencies and other institutions. Coordinates with institutional rehabilitative programs and custody staff to link institutional services including education, training, work assignments, and special group participation to enhance patient adjustment to correctional setting. Documents and evaluates patients' progress with programming and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess patient's participation and progress in services.
10%	Assists in recruitment and development of peer mentors and peer support groups. Participates in program evaluation and continuous quality improvement initiatives to support ongoing program efficacy and goals.
5%	Attends all care conferences, trainings, meetings and committees as directed, and performs other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of addiction, mental, developmental, and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; current trends in addiction and recovery, mental health, public health and public welfare, and Federal and State programs in these fields. <i>Ability to:</i> Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively. LICENSE REQUIREMENT Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. DRUG TESTING REQUIREMENT Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

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 PERSONAL CHARACTERISTICS

- An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.
- 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.

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

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

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-521-0050-917				
UNIT NAME AND CITY LOCATED Medical Services, Integrated Substance Use Disorder Treatment, Complex Care Programs		CLASSIFICATION TITLE Clinical Counselor				
		WORKING TITLE Clinical Counselor				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID R19	TENURE LT	TIME BASE INT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Headquarters-Elk Grove Headquarters-Rancho Cucamonga				
INCUMBENT (If known)		EFFECTIVE DATE				
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PRIMARY DOMAIN:						
Under the general direction of the Supervising Psychiatric Social Worker, the Clinical Counselor (CC), works in Medical Services, Integrated Care & Complex Patient Populations Division. The CC applies counseling interventions and psychotherapeutic techniques within the scope of applicable Business and Professions Code(s) and license, for the purpose of treating incarcerated individual's with Substance Use Disorder (SUD) and the effectiveness of preventative skills and behaviors developed for wellness. The CC performs assessments that assist with and facilitates transitional care planning and coordination that links incarcerated patients with resources.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
60%	Conducts assessments to use in evaluation of an incarcerated individual's mental and physical					

25% 10% 5%	health, addiction, or behavior and assess their readiness for treatment. Collaborates with the interdisciplinary treatment team and other behavioral health professionals to assess incarcerated patient needs and coordinates counseling services when they identify issues beyond their scope; Applies counseling interventions and psychotherapeutic techniques for the purpose of establishing counseling goals and objectives for incarcerated individuals with SUD, either in one-on-one and/or group setting to empower incarcerated individuals recovery, including but not limited to early intervention (Life Skills) and more intensive treatment such as Cognitive Behavior Therapy. Evaluates incarcerated patients' progress in treatment and effectiveness of the skills and behaviors developed. Conducts assessments for incarcerated patients preparing for release from CDCR. Provides individual and group counseling services as delineated in the treatment plan, and assists in the development of skills necessary to identify behaviors or situations that interfere with their SUD recovery. Reviews incarcerated patient files, gathers data, completes reports and other required documentation. Makes recommendations to the care teams and effectively communicates and collaborates with the incarcerated patient and all disciplines involved in the care of the incarcerated patient. Documents and evaluates incarcerated patients' progress with programming and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess incarcerated patient's participation and progress in services. Attends all case conferences, trainings, meetings and committees as directed. Performs other job-related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; community organization principles; 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. <i>Ability to:</i> Utilize and effectively apply the required technical knowledge; develop constructive and cooperative working relationships with others; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; provide professional consultation and counseling for the purposes of improving mental health; analyze situations accurately and take effective action; communicate effectively. LICENSE REQUIREMENT Possession of a valid license as a Licensed Professional Clinical Counselor issued by the California Board of Behavioral Science. DRUG TESTING REQUIREMENT Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a classification for which drug testing is a requirement. 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 the class of Professional CC are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, the incarcerated, or the public. Assignments may include sole responsibility for the control of incarcerated patients and clients the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS An objective and empathic understanding of incarcerated individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds. The ability to form a professional therapeutic relationship while maintaining appropriate clinical and personal boundaries in accordance with law, ethics and policy and procedure. • 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. • Demonstrates capacity for assuming increasing responsibility, originality, open-mindedness, tact, and ability to act independently.	
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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-521-0472-917				
UNIT NAME AND CITY LOCATED Medical Services, Integrated Substance Use Disorder Treatment, Complex Care Programs		CLASSIFICATION TITLE Marriage and Family Therapist				
		WORKING TITLE Behavioral Health Professional				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID R19	TENURE LT	TIME BASE INT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Headquarters-Elk Grove Headquarters-Rancho Cucamonga				
INCUMBENT (If known)		EFFECTIVE DATE				
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PRIMARY DOMAIN:						
Under the general direction of the Supervising Psychiatric Social Worker, the Marriage and Family Therapist (MFT), works in Medical Services, Integrated Care & Complex Patient Populations Division. The MFT diagnoses and treats mental and emotional disorders within the context of marriage, couples and family systems, the scope of the applicable Business and Professions Code(s), and license. Incumbents shall refer incarcerated patients to other licensed health care professionals in accordance with standardized procedures. Travel to other CDCR adult institutions may be required.						
% 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						

55%	Treats cognitive, affective, or Substance Use Disorders (SUD) and emotional disorders within the framework of marriage and family systems. The application of marriage and family therapy principles and methods includes, but is not limited to assessment, evaluation prognosis, treatment, planning and evaluation, therapeutic interventions, relational therapy, psychotherapy, client education, clinical case management, and consultation. Collaborates with the interdisciplinary treatment team where applicable to assess incarcerated patient needs and coordinate behavioral therapy for those with SUD, either in 1:1 and/or group settings to modify intrapersonal and interpersonal behaviors. Provides education and counseling services to incarcerated individuals that encourage the development of life skills and strategies for coping and confronting issues related to SUD. Develops and/or contributes to treatment and care plans.
25%	Reviews incarcerated patient files, gathers data, and completes reports and other required documentation. Makes recommendations to the care teams and effectively communicates and collaborates with the incarcerated patient and all disciplines involved in the care of the incarcerated patient; Documents and evaluates incarcerated patients' progress with programming and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess incarcerated patient's participation and progress in services.
15%	Attends all case conferences, trainings, meetings, and committees as directed.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, procedures, techniques, trends, and literature of psychotherapeutic theories and the treatment of substance use, mental and emotional disorders within the context of marriage and family systems; human problems and symptoms that prevent successful adjustment to community living; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; diagnostic criteria and related behavioral, emotional, and relational problems and corresponding treatment modalities; cultural diversity and relevant therapeutic implications; and current trends in mental health, public health, substance use disorders and public welfare, and Federal and State programs in these fields. <i>Ability to:</i> Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social/relational and clinical data and record such data systematically; prepare clear, accurate, and concise reports; coordinate with parole, family, and/or community agencies in preparation for community reentry; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; work collaboratively with interdisciplinary treatment teams; and communicate effectively. LICENSE REQUIREMENT Possession of a valid license as a Licensed MFT issued by the California Board of Behavioral Science. DRUG TESTING REQUIREMENT Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a classification for which drug testing is a requirement.

	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 the class of MFT are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, incarcerated patients, or the public. Assignments may include sole responsibility for the control of incarcerated patients, clients, or incarcerated individuals and the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS An objective and empathic understanding of incarcerated individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds. The ability to form a professional therapeutic relationship while maintaining appropriate clinical and personal boundaries in accordance with law, ethics, policy, and procedure. • 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.	
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