

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division DSH-Patton			
Position No / Agency-Unit-Class-Serial	Unit Social Work Service			
Class Title Supervising Psychiatric Social Worker I	Location Administration			
Subject to Conflict of Interest ☐ Yes ☐ No	CBID 19S	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.				
1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Assist the Chief, Social Work Service in planning, organizing, and coordinating Social Work Services; provide clinical supervision of assigned clinical social workers which may include peer review, criteria-based performance evaluations, and clinical evaluations, in collaboration with Program Management; conduct an evaluation of the effectiveness of treatment programs related to Social Work services; provide training, orientation and consultation services; monitor for compliance with regulatory standards.				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
30%	<u>Area 1: Personnel Management and Supervision</u> • Provides supervision and oversight of assigned Clinical Social Workers and Interns • Assist the Chief, Social Work Service with Quality Appraisal Performance (QAP) and hiring interviews and unit assignments. • Monitors adherence to social work policies. • Collaborates with program management and Chief, Social Work Service to evaluate staff performance and takes or recommends appropriate action. • Actively participate in credentials review process.			
30%	<u>Area 2: Clinical Services</u> • Provide individual and group treatment for observation and training purposes. • Supervises social workers on casework and clinical services problems. • Participate in planning, development and evaluation of treatment programs related to Social Work Service. • Assist in development of effective social work policies and procedures. • Monitors issues related to assigned social work absences. • 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>Area 3: Administration</u> • Support diversity and upward mobility.			

	• Conducts social work staff meetings. • Provide coverage during the absence of the Chief, Social Work Service. • Dictates correspondence and prepares reports.
20%	<u>Area 4: Training</u> • Identify training needs for Social Work Service. • Provides in-services and training to Social Work staff. • Provide orientation regarding social work duties and responsibilities to new social work staff. • Supervise training of clinical social work students.
10%	<u>Area 5: Liaison and Representation</u> • Participate in administrative conferences and represent Social Work Service on assigned hospital committees and meetings. • Attend Social Work meetings, program meetings and unit shift change. • Represent Social Work Service at various community agencies and meetings. • Provide consultation to hospital staff regarding Social Work services. • Establishes and maintains cooperative working relations with community agencies.
	2. SUPERVISION RECEIVED The Supervising Psychiatric Social Worker I is under the direct supervision of the Chief, Social Work Service.
	3. SUPERVISION EXERCISED The Supervising Psychiatric Social Worker I provides administrative and clinical supervision and direction to the Social Work staff.
	4. 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 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; the department's role in equal employment opportunity process. ABILITY TO: 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 in the work; 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 Service's equal employment opportunity objectives.
	5. REQUIRED COMPETENCIES 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 safe or security hazards. CPR Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories: ☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in therapeutic strategies and interventions (TSI). RESTRAINT/SECLUSION Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS Demonstrates awareness of multicultural issues in the workplace which enable the employee to work effectively. SITE SPECIFIC COMPETENCIES Demonstrates knowledge and understanding of the requirements for individuals committed to the Department of State Hospitals.
	6. 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. Employees in this classification must: • Possess a valid license as a licensed clinical Social Worker issued by the California Board of Behavioral Science Examiners. • Unlicensed Clinical Social Workers are responsible to maintain Associate Clinical Social Work status with the Board of Behavioral Sciences until licensed. (A waiver period is available for unlicensed Social Workers working towards qualifying for the California State License.)
	7. TRAINING - Training Category = Type I. The employee is required to keep current with the completion of all required training.
	8. WORKING CONDITIONS EMPLOYEE IS REQUIRED TO: • Report to work on time and follow procedures for reporting absences. • Maintain a professional appearance. • Appropriately maintain cooperative, professional, and effective interaction with employees, individuals, and the public. • Comply with hospital policies and uphold Social Work Code of Ethics as described by the National Association of Social Workers (NASW).

	The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. 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 Print Name 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 Signature Print Name Date