

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:**  
**SUPERVISING PSYCHIATRIC SOCIAL WORKER I**

Approved by Program Director – Jessica Jimenez  
Signature: 

Date Approved: 5/8/2020

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under general direction, to provide supervision to the Clinical Social Worker (Health Facility-Safety), working with and on behalf of mentally and emotionally disturbed, mentally deficient or physically disabled patients, or in a clinic or assigned district within the Department of State Hospitals – Coalinga; the incumbent will plan, organize, and direct the psychiatric social work program; and do other related work.

**30% PERSONNEL MANAGEMENT AND SUPERVISION:**

- Provide supervision and oversight of assigned Clinical Social Workers and Interns and/or Discharge Team members.
- Assist the Chief of Social Work with QAP and Hiring interviews and unit assignments.
- Monitor adherence to social work policies.
- Collaborate with program management and Chief of Social Work to evaluate staff performance and takes or recommends appropriate action.
- Actively participate in credentials review process.

**30% CLINICAL SERVICES:**

- Provide individual and group treatment for observation and training purposes.
- Supervise 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.
- Monitor issues related to assigned social work absences.
- May perform or supervise research related social work.

**20% ADMINISTRATION:**

- Support diversity and upward mobility.
- May conduct social work staff meetings.
- Provide coverage during the absence of the Chief Social Work.
- May prepare correspondence and reports.
- Monitor charts for quality, timeliness and consistency of required paperwork, including discharge planning.

**10% TRAINING:**

- Identify training needs for Social Work services.
- Provide in-service and training to Social Work Staff.
- Provide orientation regarding social work duties and responsibilities to new social work staff.
- Supervise training of clinical work students.

**10% LIAISON AND REPRESENTATION:**

- Participate in administrative conferences and represent Social Work Services on assigned hospital committees and meetings.
- Attend social work meetings, program meetings and other meetings as required.
- Provide consultation to hospital staff regarding Social Work Services.
- Establish and maintain cooperative working relations with Community agencies.

**2. SUPERVISING RECEIVED:**

Program Director (Mental Disabilities – Safety) – Social Work

**3. SUPERVISION EXERCISED:**

Clinical Social Worker (Health Facility-Safety) and provides supervision and direction to assigned 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 mental deficiency and physically disabled scope and activities of public and private health and welfare agencies; current trends in mental hygiene, public health and public welfare and Federal and State programs in these fields; principles and practices of supervision and supervising others, evaluating their work, and giving in-service training; the department's affirmative action program objectives; a supervisor's role in the affirmative action program and the processes available to meet affirmative action objectives.

**ABILITY TO:** Arrange placements for patients on leave of absence; 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; develop and direct a boarding home program for

patients; give field work training to psychiatric social work students; analyze situations accurately and adopt an effective course of action; speak and write effectively; effectively contribute to the department's affirmative action objectives. Provide consultation and guidance on discharge planning.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** None

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** None

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 Services.

7. **TRAINING:**

Training Category – 4 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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Employee Signature

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Print Name

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date