DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health Program	CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility) Safety				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
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 Senior Psychologist, Correctional Facility (CF) (Supervisor) or the Supervising Psychiatric Social Worker, CF, the Clinical Social Worker (Health/CF) Safety, conducts assessments and summarizes case information to use in diagnosis, treatment (level of care), and dispositional release; diagnoses and/or collaborates in the formulation of a diagnosis; develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team. Provides assessments, group therapy, and collateral conferences, and documents and evaluates patients' progress in treatment. The Clinical Social Worker (Health/CF) Safety coordinates placement with community resources and the Classification and Parole Representative.

% 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

45%	Coordinates care plans with the mental health care treatment team; develops individualized treatment plans, monitors progress, and performs case reviews on a patient caseload. Reviews patient files, gathers data, completes reports and other required documents, participates in patient conferences, prepares and presents case summaries, and consults with other professionals. Completes mental health evaluations for admitted patients including completion of written assessments, evaluations, and other reports. Participates in the individualized treatment planning and discharge planning processes. Provides individual and group therapy as delineated in the treatment plan, provides suicide and crisis risk assessment and intervention; implements and evaluates individual treatment plans, objectives, and dispositions of patients. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.
25%	Coordinates with institutional and custody staff to link institutional services including education, training, work assignments, and special groups participation with the development and implementation of comprehensive treatment plans. Consults with custody staff regarding patient participation and progress in these services.
15%	Contacts and consults with parole officer staff in the Parole Inpatient Clinics, patients' family members, and outside resources as appropriate to enhance the patient's adjustment to the prison setting and to facilitate successful release into the community. Participates in program evaluation and quality assessment and improvement. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.
10%	Reviews court and clinical regulatory requirements for clinical documentation and overall clinical case management of assigned patients. Attends case conferences and other meetings as required.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of 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; and current trends in mental health, public health and welfare, and federal and State programs in these fields. *Ability to:* 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; and 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 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 Clinical Social Worker (Health/CF) Safety 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, patients, or the incarcerated.

Assignments may include sole responsibility for the control of patients, clients, or the incarcerated 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.
- 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.
- 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.

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

WE'RE HIRING

CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

Where?
Lassen Community College - Café
478-200 CA-139
Susanville, CA 96130

When?
November 4, 2026
9:00 AM – 4:00 PM

Speak with recruiters and learn how to create your accounts and apply for jobs. Plus, interview for openings in the positions below at this location:

High Desert State Prison (HDSP)

- *Clinical Counselor*
- *Clinical Social Worker*
- *Licensed Vocational Nurse*
- *Marriage and Family Therapist*
- *Medical Assistant*
- *Psychiatric Technician*
- *Psychologist*
- *Recreation Therapist*

FREE PARKING
Come dressed to impress. Plan accordingly — bring water and light snacks.



Follow us to stay connected and explore what CCHCS has to offer!

For other career opportunities, visit **www.cchcs.ca.gov/careers.**

To speak with a recruiter, email us at **MedCareers@cdcr.ca.gov** or **scan the QR code.**