DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE Marriage Family Therapist				
	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 (Supervisor) / Supervising Psychiatric Social Worker I, the Marriage and Family Therapist (MFT), works in Mental Health Services. The MFT diagnose and treat 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

55%	Treats cognitive, affective, or behavioral mental 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. Collaborate with the interdisciplinary treatment team where applicable to diagnose and/or formulate a diagnosis, assess incarcerated patient needs and coordinate counseling services; identify and assist with recommending appropriate services based on assessment and, where applicable, civil or penal code commitment; maintain case files; summarize case information for use in diagnosis and treatment level of care; participate in risk assessment, evaluation, and recommendation for alternate level of care placement. Reviews incarcerated patient files, gathers data, completes reports and other required documents, participates in incarcerated patient conferences, prepares, and presents case summaries, and consults with other professionals. Participates in the individualized treatment planning and discharge planning processes.
25%	Provides individual and group therapy as delineated in the treatment plan within the context of marriage, couples and family systems outreach and direct individual and group services to residents not in the mental health delivery service to promote incarcerated population wellness and milieu enhancement. Follows up on results of counseling programs and clients' adjustments to determine effectiveness of programs.
15%	Attends all case conferences, trainings, meetings, huddles, and committees as directed. As indicated by the treatment team may make collateral contacts with incarcerated patients' family members for information for the treatment team with the appropriate process to enhance the incarcerated patient's adjustment to the correctional setting. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff. May create therapeutic self-help modules on marriage, family, therapeutic topics for use in residents' skills development and coordinate with resident peer to peer programs providing guidance to the residents on topics within the MFT scope.
5%	Performs other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: 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.

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/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

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, the incarcerated, 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.

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.**