DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program	CLASSIFICATION TITLE Clinical Counselor				
	WORKING TITLE				
	COI Yes ☐ No ☑	WORK WEEK GROUP E	CBID R19	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 Clinical Counselor (CC), works in Mental Health Services. The CC applies counseling interventions and psychotherapeutic techniques within the scope of applicable Business and Professions Code(s) and license, for the purpose of improving an incarcerated individual's mental health and the effectiveness of preventative skills and behaviors developed for wellness. The CC works preventatively with the incarcerated population including those not in the mental health delivery system to provide incarcerated patient access, outreach, and prevention wellness strategies.

% 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%	Provides direct incarcerated patient care including individual and group counseling services as delineated in the treatment plan and assists in the development of incarcerated patient wellness and resiliency skills. Collaborates with the interdisciplinary treatment team and other behavioral health professionals to assess incarcerated patient needs and coordinates counseling services or referrals when they identify issues beyond their scope; establishes counseling goals and objectives

	to empower incarcerated individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions; monitors progress, and performs case reviews on a incarcerated patient caseload. 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.
35%	Provides outreach and direct individual and group services to incarcerated patients not in the mental health delivery service to promote population wellness and milieu enhancement. Provides coordination and connection points to mental health services to increase access and engagement of incarcerated patients if symptoms arise.
15%	Attends all case conferences, trainings, meetings, huddles, and committees as directed. May assist in individual and group incarcerated patient schedule coordination to integrate healthcare services to promote whole incarcerated patient care. Works with institutional, rehabilitative partners and healthcare staff to coordinate mental health services with other healthcare services and institutional services which may include education, training, work assignments, and special groups participation and peer to peer programming for development of integrated comprehensive treatment plans. 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 assists in coordination with other treatment and rehabilitative programs to promote milieu synchrony.
5%	Performs other job-related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* 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. *Ability to:* 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 CC 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 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.**