State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED	SOCIAL SERVICES	SOCIAL SERVICES	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
CLINICAL SOCIAL WORKER (HEALTH FACILITY)	CLINICAL SOCIAL WORKER	574-200-9877-002

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - BARSTOW	Monday - Friday 8am to 5pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	E	R19

Under the general direction of the Supervising Psychiatric Social Worker I, the Clinical Social Worker (Health Facility) performs clinical social work with residents of the Veterans Home of California (VHC) Barstow. The incumbent shall assist residents in adjusting to communal living to achieve productive social transition; addressing various social needs (e.g., maintaining family ties; correcting socially inappropriate behaviors; locating nearby activity resources; marital counseling; therapeutic and mental health referrals; travel arrangements, clothing, etc.) to achieve more adequate, satisfying, and productive social adjustments. Duties include but are not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Identify influential conditions such as: depression, family conflict, roommate incompatibility, grief & loss, adjustment, interpersonal problems, chronic or acute pain, and physical or chemical restraints; provide counseling or psychotherapy for residents with psychological and/or emotional problems in accordance with established guidelines; provide individual and group therapy for residents in order to achieve identified therapeutic goals; participate in the development of treatment plans, initial assessment, level of care considerations, discharge planning, prepare for Interdisciplinary team conferences, etc.
30%	Prepare documentation Social History Evaluations (SHE), progress reports, assessments, treatment plans, correspondence, reports, etc. in a timely manner to document resident progress, disseminate information to treatment team, and comply with departmental policies and procedures; utilize knowledge and experience, effective communication skills, Social Work Service Assessments and Documentation Policy, regulations, policies, procedures, etc., as required.
15%	Complete Minimum Data Sheet (MDS) in a timely manner in accordance with Medicare and Title 22 regulations. Participate in Interdisciplinary team conference meetings in order to assess and/or modify resident treatment plans, level of care considerations, discharge planning, community referrals, etc.; participate in meetings/ committees/programs (e.g., departmental meetings, unit staff meetings, quality assurance program, etc.) in order to enhance treatment and clinical operation.
10%	Act as an advocate for residents to ensure appropriate treatment is provided and grievance policies and procedures are followed; assist with Advance Directives, and DPOA paperwork; assist families with end of life planning; participate as community liaison; report all incidents of physical, emotional, sexual, or fiduciary abuse; evaluate residents for discharge readiness from Veterans Home utilizing knowledge and experience, risk assessment, available community resources, effective communication skills, etc., as required.

NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification

OTHER

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.			x		
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:			x		
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			

PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict-of-Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**