

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division DSH-Patton		
Position No / Agency-Unit-Class-Serial 502-800-8103-XXX	Unit Clinical Administrator - ETP		
Class Title Program Director – Mental Disabilities (FF)	Location Highland CA		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID M18	Work Week Group: E	Pay Differential
			Other

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

Under the direction of the Clinical Administrator, the Program Director is responsible for the overall management of an Enhanced Treatment Program (ETP) providing care for forensic clients, patients, or inmates. The Program Director directs the activities of a multidisciplinary treatment staff in achieving program goals and individual forensic client, patient, or inmate objectives. The Program Director is responsible for the planning, organizing, managing and supervising the activities of their assigned Enhanced Treatment Program.

35%	PROGRAM ADMINISTRATION - Ensures appropriate protocols, treatment activities and accurate documentation processes are maintained and continually reviewed and revised as clinically appropriate. - Participates in the hospital's quality improvement program and takes action based on identified problems and proposed solutions. - Establishes and oversees the Program's quality improvement process including planning coordinating, implementing, and evaluating program quality improvement goals, objectives and outcomes. - Works with hospital administrative personnel, service chiefs, other Program Directors, and consultants in implementing program goals and objectives. - Assists with establishing policies and procedures, within the hospital. - Manages funds designated for the Program. - Establishes effective lines of communication including, staff meetings to assist with coordinating Program operations, plan activities, discuss new developments or provide instructions. - Identifies and develops plans to meet the training and professional development needs of Program staff. - Assures overtime expenditures are managed responsibly to meet Program needs. - Promotes a positive work environment. - Promotes an environment of non-violence and safe work practices.
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30%	PERSONNEL MANAGEMENT AND SUPERVISION • Directly supervises all support staff and non-medical clinical staff assigned to the ETP and assists in the coordination of program staff activities in the areas of medical staff and other ancillary staff. • Actively supports staffs' professional and leadership development through providing opportunities for upward mobility related to current and future work assignments • Assures that all Program operations conform to licensing and regulatory guidelines, as well as bargaining unit contracts and affirmative action guidelines. • Reviews the performance of Program staff and recommends appropriate action, which may include commendations, adverse action, or other administrative responses. • In consultation with the Service Chiefs and Seniors, recruit, select, and assign program personnel
30%	OVERSEE AND COORDINATE DELIVERY OF TREATMENT • Provides oversight of the overall specialized treatment in the ETP and evaluates program outcomes and progress. • Works with hospital administrative personnel, Service Chiefs, other Program Directors, to evaluate the overall treatment in each program, treatment plans, and problem solving to assure effective treatment of patients and achievement of department goals. • Participates in program-related community activities. • Observes and intervenes in instances of disruptive or assaultive behavior. • Ensures the security and safety of patients, staff, and visitors within the program. • Ensures treatment activities conform to applicable statutes, regulations, and policies of the Hospital, Department, and relevant governmental agencies as well as State Licensing and Joint Commission Standards. • Visits treatment units on a regular and frequent basis to observe and assess treatment activities and progress.
5%	RELATIONSHIPS WITH OTHER DEPARTMENTS, AGENCIES AND THE PUBLIC • Responds to questions and concerns from patients, families, friends and community agencies in a timely matter. • Maintains and promotes effective working relationships with other public or private agencies providing services to customers such as County Mental Health Programs, and CONREP programs.

	• Develops and maintains effective working relationships with department/program heads, supervisors, employees, members of the public and other control agencies.
Other Information	SUPERVISION RECEIVED The Program Director is under the general direction of the Clinical Administrator. SUPERVISION EXERCISED The Program Director of the ETP provides direct supervision to ETP support staff, Unit Supervisor and non-medical clinical staff. KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Principles and methods of health care, rehabilitation, education and psychiatric treatment as related to the care and treatment of forensic clients, patients, or inmates with developmental or mental disabilities; principles of maximizing the physical, cognitive and social development of forensic clients, patients or inmates; specific expertise related to program content; principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary forensic client, patient or inmate treatment program; principles and practices of personnel management and effective supervision; State and Federal laws, and rules pertaining to mental hospital administration; principles and practices of community organization for mental disabilities; hospital organization, management and procedures; a manager's role in Equal Employment Opportunities. ABILITY TO: Plan, direct and coordinate a program that provides care and treatment and maximizes the progress of forensic clients, patients; or inmates; direct research and evaluation projects; analyze complex problems and take appropriate action, formulate and manage a multidisciplinary forensic client, patient, or inmate treatment program, integrate the program with the overall functions of the hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; effectively contribute to the Department's Equal Employment Opportunity objectives. REQUIRED COMPETENCIES INFECTION CONTROL - Applies knowledge of methods for correctly controlling the spread of pathogens, based upon a staff member's job classification or assignment. SAFETY - Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR - Maintains current certification

AGE SPECIFIC - Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories:

____ Pediatric X Adolescent X Adult X Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI) - Supports a safe working environment and practices strategies and interventions that promote a therapeutic milieu; demonstrates an ability to apply knowledge of effective strategies for the management of assaultive behavior.

RESTRAINT/SECLUSION - Demonstrates knowledge of criteria and appropriately uses for applying and removing restraints and seclusion.

CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace, enabling employees to work effectively with patients and colleagues from a wide range of diverse backgrounds.

SITE SPECIFIC COMPETENCIES

- Core Competencies
 - Collaboration & Interpersonal Engagement: ability to build and maintain effective working relationships with others
 - Communication: Engages in open and transparent communication through active listening and consideration of diverse ideas and opinions.
 - Technical Fluency: Use technology effectively in the performance of one's job and integrating new technology as appropriate.
 - Diversity and Inclusion: Promotes an inclusive workplace, where individual differences and perspectives are respected and leveraged to achieve organizational goals
 - Innovative Mindset: Demonstrates curiosity, develops new insights, considers creative approaches, and applies novel solutions.
- Leadership Competencies
 - Understands and demonstrates sound judgment, fiscal competence, and organizational business knowledge
 - Energizes and creates a sense of direction, purpose, excitement, and momentum for the organization's mission.
 - Focuses efforts to efficiently achieve measurable and customer-driven results consistent with the organization's mission, goals, and objectives.
 - Being responsible and accountable for managing resources well and focuses on the larger purpose or mission of the organization.
 - Recruits, selects, and develops staff
 - Supports, promotes, and ensures alignment with the organization's vision and values.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Knowledge regarding various forensic and civil commitments.
- Knowledge of psychiatric illnesses and forensic mental health treatment interventions.
- Ability to recognize breaches in security and take appropriate action
- Ability to develop, direct, implement and evaluate effective treatment programs for forensic patients

LICENSE OR CERTIFICATION – NOT APPLICABLE

TRAINING – Training Category = Limited Contact

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

WORKING CONDITIONS

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. All employees are required to have an annual health review and repeat health reviews 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.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Statement of Economic Interests / Form 700 Requirements

The Political Reform Act requires employees who serve in this position to be designated in our agency conflict of interest code to file a statement of Economic Interest (Form 700). Your assuming office statement is due within 30 days of Assuming Office, Annually and within 30 days of Leaving Office. The Annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about March 31 of each year. The statements must be submitted to the DSH-Patton Filing Officer. These statements are public access documents. You will receive reminders from the DSH – Patton Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the DSH-Patton Filing Officer.

Ethics Training and Compliance

Pursuant to Assembly Bill 3022 and Government Code 11146.4 employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the DSH- Patton Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the DSH-Patton Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date _____

I have discussed the duties of this position with _____ and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date _____