DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE				
	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 Supervising Psychiatric Social Worker, the Clinical Social Worker (Health Facility) (CSW) works in Medical Services, ISUDT/Complex Care Programs – ISUDT/Complex Care unit. The CSW provides clinical care and services to incarcerated individuals within California Department of Corrections and Rehabilitation (CDCR) via telemedicine as assigned and scheduled. The CSW conducts biopsychosocial assessments, risk assessments, level of care assessments, and screenings. The CSW also provides clinical treatment interventions such as brief counseling, group therapy, individual counseling and crisis intervention as needed. The CSW consults and collaborates with other disciplines for the care and treatment of individuals in CDCR/CCHCS, and participates in interdisciplinary care planning and coordination. The CSW performs assessments that assists with and facilitates transitional care planning that links patients with community resources and services as they release from CDCR.

% 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

60%	Provides direct patient care. Conducts risk assessments to determine appropriate level of intervention (using National Institute on Drug Abuse (NIDA)-Modified Assist). Refers lower risk individuals to early intervention (Life Skills). Conducts level of care assessment on moderate to high-risk individuals (American Society of Addiction Medicine [ASAM] Co-Triage) and refers to appropriate level of care. Conducts comprehensive, multidimensional assessment when indicated (ASAM CONTINUUM). Conducts Cognitive Behavior Therapy for individuals with Substance Use Disorder (SUD), either in one on one and/or groups settings. Conducts level of care assessments for patients preparing for release from CDCR (ASAM Re-entry Interview Script Enhancement [RISE]). Develops and/or contributes to treatment and care plans of patients.
25%	Reviews patient files, gathers data, and completes reports and other required documentation. Initiates and participates in patient care conferences and prepares and presents patient summaries and consults with other professionals. Makes recommendations to the care teams and effectively communicates and collaborates with the patient and all disciplines involved in the care of the patient, including community partners, agencies and other institutions. Coordinates with institutional rehabilitative programs and custody staff to link institutional services including education, training, work assignments, and special group participation to enhance patient adjustment to correctional setting. Documents and evaluates patients' progress with programming and facilitates discharges and transfers in coordination with other treatment and rehabilitative programs. Works with institutional rehabilitative partners and custody staff to assess patient's participation and progress in services.
10%	Assists in recruitment and development of peer mentors and peer support groups. Participates in program evaluation and continuous quality improvement initiatives to support ongoing program efficacy and goals.
5%	Attends all care conferences, trainings, meetings and committees as directed, and performs other related 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 addiction, 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; current trends in addiction and recovery, 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; 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; 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 class 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

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.
- An 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