DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 10/2/2025

Employee Name	**Division** Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-361-9824-XXX	**Unit** Recovery & Mall Services		
Class Title Behavior Specialist II (Safety)	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R19	**Work Week Group** 2	**Class Ranges** U

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the Program Assistant, perform a wide variety of duties including facilitating groups for centralized Substance Abuse treatment. Periodically, may facilitate groups with clinical oversight from a psychologist. The position will generate a substance abuse treatment group schedule, facilitate groups, write progress notes, manage referrals and enrollment. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

40%	**Direct Treatment: Organize, plan, and conduct treatment groups** as assigned by the Program Assistant. Provide treatment support for centralized structured treatment projects as assigned by supervisor. **Receive referrals and prepare written assessments** on patients with identified need for services. Communicate with treatment teams and enroll patients in appropriate level of intervention. **Provide written documentation on the patients' progress and relapse prevention planning.** Communicate with treatment teams to support patients' path to discharge. Plan and conduct activities to support sober living and celebrate recovery. **Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.**
40%	**Program Support Activities: Provides support to the Program by providing back up assistance** to cover or co-facilitate centralized groups, ensure coordination and development of program activities as well as staffing centralized activities, and provide safety and security in opening centralized areas for groups and supplemental activities. **Coordinate community volunteers to speak at recovery meetings** including clearances, badge management, and escorting while on grounds.
15%	**Data Collection and Data Entry**: **Computer skills will be necessary for data collection, entry, and monitoring.** Assist in data collection and analysis for

	Substance Abuse Services. Provide assistance to the Program by providing data support as needed.
5%	**Assist with General Departmental Duties: Employ office organizational skills** to assist with departmental duties; **Communicate clearly and effectively both verbally and in writing**, write memos and reports as requested on a variety of subjects. Participate in the development and review of policies, forms, and data collection procedures, attend relevant meetings upon request, and fulfill special requests for information.
Other Information	**Supervision Received:** The staff member reports to and is under the general supervision of the Program Assistant in Recovery Mall Services. Clinical oversight will be provided by a psychologist. **Supervision Exercised:** None **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Basic principles of applied behavior analysis; ethical considerations regarding behavior modification; behavioral assessment procedures to increase and decrease behavior; managing behavioral emergencies; basic types and characteristics of developmental disabilities; organizational structure of developmental centers and the respective roles and responsibilities of staff; laws and regulations relevant to behavioral programming, which includes the use of restrictive procedures; methods of defining and measuring behavior; methods of collecting and displaying data; methods to promote behavioral generalization and maintenance; and principles of substance abuse recovery and maintenance of sobriety. ABILITY TO: Develop cooperative and harmonious relationships with direct care staff and others; ability to work effectively within an interdisciplinary team model; analyze situations accurately and take effective action; communicate effectively; and analyze complex behavior; work with professional personnel to coordinate effective behavioral services. **REQUIRED COMPETENCIES** ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL
Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR
Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS
Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION
Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY
Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Demonstrate knowledge of the laws governing series of the Penal Codes that address the commitments served. Understand the components of the hospital's treatment enhancement activities, manage relevant databases, conduct appropriate analyses and prepare necessary reports. Ability to work and communicate effectively with all disciplines and levels of administration in the facility using verbal and written skills.

TECHNICAL COMPETENCIES
Able to use a Personal Computer with Windows operating system. Use of computerized databases (e.g., Access, Excel, etc.) Ability to write clear, accurate, professional reports

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 2
The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

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, individuals, and the public.
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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 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

_____ _____
Reviewing Supervisor's Signature Date

Physical Requirements of Position

Behavior Specialist II (9824)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					