CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Division of Adult Parole Operations (DAPO)	061-924-9291-403			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervising Psychiatric Social Worker I, CF			
	WORKING TITLE			
Behavioral Health Reintegration (BHR)	Supervising Psychiatric Social Worker I			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S19	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Los Angeles				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and 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.

DIVISION OVERVIEW

The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.

GENERAL STATEMENT

Under the general direction of the Supervising Psychiatric Social Worker II, the Supervising Psychiatric Social Worker I (SPSW) is to supervise, plan, organize and direct the Clinical Social Worker (CSW) staff located at the Behavioral Health Reintegration Program (BHR) throughout the state. Additionally, the SPSW will perform other related duties as assigned by management. The scope of duties performed is:

% 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.
40%	The SPSW assigns cases to the CSW staff and supervises CSW's casework and clinical case reentry plans. Ensures adherence to sound social work policies and complies with BHR program mandates. The SPSW trains the CSW staff; evaluates staff performance and takes or recommends appropriate action; personally conducts or supervises research projects relating to psychiatric social work and participates in Inter Disciplinary Treatment Team (IDTT) meetings for the Enhanced Outpatient Program (EOP) and Correctional Clinical Case Management System (CCCMS) parolees, when appropriate. Participates in staff meetings, conferences, and training.
30%	As a treatment team member, the SPSW supervises the preparation of psycho-social case histories, assists the CSW to establish treatment plans within 30 days of case assignment, and provides on going supervision of CSW performance while conducting individual/group counseling for the MHSCP parolee population. The SPSW insures that the CSW caseload is correctly entered into the and that all vital information related to the psychosocial history and other CSW responsibilities are complete. The SPSW may provide direct services to parolees as designated by management.
20%	Oversees the CSW's development of community resources. Assists, as necessary, the CSW in providing assistance to the parolee in locating available programs and services in their region. Interfaces with agencies, facilities, and individuals that provide support or services for BHR parolees to insure that an effective, efficient and professional relationship is maintained.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Preform special projects as required and provide back-up to other employees in the unit in their absence. Travel and provide coverage within geographical counties.

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 through observation and building rapport.
- 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.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE