CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-225-8434-910			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Self-Help Sponsor			
Community Resources Office	WORKING TITLE			
	Self-Help Sponsor			
	WORKING TITLE	CBID	WWG	COI
	LT/INT	R20	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Various Yards				

CDCR'S MISSION and VISION

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

Under the direct supervision of the Community Resources Managers Office.

GENERAL STATEMENT

Under the direction of the Chief Deputy Warden and the lead direction of the Community Resource Manager, the Self-Help Sponsor will perform detailed assignments. Group sponsors must be a full-time, permanent employee.

% 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.
75%	Meetings will be held on a weekly basis in each facility and cannot conflict with your regular work schedule. The staff sponsor is responsible for a maximum number of 30 incarcerated individuals per session. Attends all meetings. Audits activities, attitudes and inclinations as reflected in the verbal and written matter of the group and its members. Reviews requests for outside participation in meetings or activities. Submits lists of proposed outside participants in advance for approval.
15%	Maintains attendance records of outside participants and group members. Prepares and submits monthly activity reports to CBMI. Screens any written materials, books, lesson plans, inducing photographs, pictures, drawings, or posters donated by outside participants, as well as videos, movies, or other visual aids. Approves/disapproves and signs all group trust withdrawal requests. Submits pay vouchers to the CBMI. Coordinates all activities associated with food sales. Assists incarcerated individuals with preparation of proposed plans of operation, which will meet the criteria for approval by the Warden. Ensure that constitution and by-laws are reviewed annually, updated when necessary.
5%	Reviews self-help group's constitution and by-laws to familiarize themselves with the group's philosophy and goals. Reviews and approves all correspondence to and from the group.

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.

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 prison incarcerated individuals, visitors, nonemployees, 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