DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health Program	CLASSIFICATION TITLE Clinical Social Worker (Health/Correctional Facility) Safety				
	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 Senior Psychologist, Correctional Facility (CF) (Supervisor) or the Supervising Psychiatric Social Worker, CF, the Clinical Social Worker (Health/CF) Safety, conducts assessments and summarizes case information to use in diagnosis, treatment (level of care), and dispositional release; diagnoses and/or collaborates in the formulation of a diagnosis; develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team. Provides assessments, group therapy, and collateral conferences, and documents and evaluates patients' progress in treatment. The Clinical Social Worker (Health/CF) Safety coordinates placement with community resources and the Classification and Parole Representative.

% 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

45%	Coordinates care plans with the mental health care treatment team; develops individualized treatment plans, monitors progress, and performs case reviews on a patient caseload. Reviews patient files, gathers data, completes reports and other required documents, participates in patient conferences, prepares and presents case summaries, and consults with other professionals. Completes mental health evaluations for admitted patients including completion of written assessments, evaluations, and other reports. Participates in the individualized treatment planning and discharge planning processes. Provides individual and group therapy as delineated in the treatment plan, provides suicide and crisis risk assessment and intervention; implements and evaluates individual treatment plans, objectives, and dispositions of patients. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.
25%	Coordinates with institutional and custody staff to link institutional services including education, training, work assignments, and special groups participation with the development and implementation of comprehensive treatment plans. Consults with custody staff regarding patient participation and progress in these services.
15%	Contacts and consults with parole officer staff in the Parole Inpatient Clinics, patients' family members, and outside resources as appropriate to enhance the patient's adjustment to the prison setting and to facilitate successful release into the community. Participates in program evaluation and quality assessment and improvement. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff.
10%	Reviews court and clinical regulatory requirements for clinical documentation and overall clinical case management of assigned patients. Attends case conferences and other meetings as required.
5%	Performs other 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 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; and current trends in mental health, public health and 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; and 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 classification 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

Persons appointed to the class of Clinical Social Worker (Health/CF) Safety are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or the incarcerated.

Assignments may include sole responsibility for the control of patients, clients, or the incarcerated and the protection of personal and real property.

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.
- 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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program	CLASSIFICATION TITLE Clinical Counselor				
	WORKING TITLE				
	COI Yes ☐ No ☑	WORK WEEK GROUP E	CBID R19	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.

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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 Senior Psychologist (Supervisor) / Supervising Psychiatric Social Worker I, the Clinical Counselor (CC), works in Mental Health Services. The CC applies counseling interventions and psychotherapeutic techniques within the scope of applicable Business and Professions Code(s) and license, for the purpose of improving an incarcerated individual's mental health and the effectiveness of preventative skills and behaviors developed for wellness. The CC works preventatively with the incarcerated population including those not in the mental health delivery system to provide incarcerated patient access, outreach, and prevention wellness strategies.

% 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
45%	Provides direct incarcerated patient care including individual and group counseling services as delineated in the treatment plan and assists in the development of incarcerated patient wellness and resiliency skills. Collaborates with the interdisciplinary treatment team and other behavioral health professionals to assess incarcerated patient needs and coordinates counseling services or referrals when they identify issues beyond their scope; establishes counseling goals and objectives

	to empower incarcerated individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions; monitors progress, and performs case reviews on a incarcerated patient caseload. Reviews incarcerated patient files, gathers data, completes reports and other required documents, participates in incarcerated patient conferences, prepares, and presents case summaries, and consults with other professionals. Participates in the individualized treatment planning and discharge planning processes.
35%	Provides outreach and direct individual and group services to incarcerated patients not in the mental health delivery service to promote population wellness and milieu enhancement. Provides coordination and connection points to mental health services to increase access and engagement of incarcerated patients if symptoms arise.
15%	Attends all case conferences, trainings, meetings, huddles, and committees as directed. May assist in individual and group incarcerated patient schedule coordination to integrate healthcare services to promote whole incarcerated patient care. Works with institutional, rehabilitative partners and healthcare staff to coordinate mental health services with other healthcare services and institutional services which may include education, training, work assignments, and special groups participation and peer to peer programming for development of integrated comprehensive treatment plans. Reviews incarcerated patient files, gathers data, completes reports and other required documentation. Makes recommendations to the care teams and effectively communicates and collaborates with the incarcerated patient and all disciplines involved in the care of the incarcerated patient. Documents and evaluates incarcerated patients' progress with programming and assists in coordination with other treatment and rehabilitative programs to promote milieu synchrony.
5%	Performs other job-related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions; community organization principles; scope and activities of public and private health and welfare agencies; current trends in 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; develop constructive and cooperative working relationships with others; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; provide professional consultation and counseling for the purposes of improving mental health; analyze situations accurately and take effective action; communicate effectively. **LICENSE REQUIREMENT** Possession of a valid license as a Licensed Professional CC 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 classification 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
Persons appointed to the class of Professional CC are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, the incarcerated, or the public.

Assignments may include sole responsibility for the control of incarcerated patients and clients the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS
An objective and empathic understanding of incarcerated 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. The ability to form a professional therapeutic relationship while maintaining appropriate clinical and personal boundaries in accordance with law, ethics and policy and procedure.

- 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.
- Demonstrates capacity for assuming increasing responsibility, originality, open-mindedness, tact, and ability to act independently.

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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE Marriage Family Therapist				
	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 Senior Psychologist (Supervisor) / Supervising Psychiatric Social Worker I, the Marriage and Family Therapist (MFT), works in Mental Health Services. The MFT diagnose and treat mental and emotional disorders within the context of marriage, couples and family systems, the scope of the applicable Business and Professions Code(s), and license. Incumbents shall refer incarcerated patients to other licensed health care professionals in accordance with standardized procedures. Travel to other CDCR adult institutions may be required.

% 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

55%	Treats cognitive, affective, or behavioral mental and emotional disorders within the framework of marriage and family systems. The application of marriage and family therapy principles and methods includes, but is not limited to assessment, evaluation prognosis, treatment, planning and evaluation, therapeutic interventions, relational therapy, psychotherapy, client education, clinical case management, and consultation. Collaborate with the interdisciplinary treatment team where applicable to diagnose and/or formulate a diagnosis, assess incarcerated patient needs and coordinate counseling services; identify and assist with recommending appropriate services based on assessment and, where applicable, civil or penal code commitment; maintain case files; summarize case information for use in diagnosis and treatment level of care; participate in risk assessment, evaluation, and recommendation for alternate level of care placement. Reviews incarcerated patient files, gathers data, completes reports and other required documents, participates in incarcerated patient conferences, prepares, and presents case summaries, and consults with other professionals. Participates in the individualized treatment planning and discharge planning processes.
25%	Provides individual and group therapy as delineated in the treatment plan within the context of marriage, couples and family systems outreach and direct individual and group services to residents not in the mental health delivery service to promote incarcerated population wellness and milieu enhancement. Follows up on results of counseling programs and clients' adjustments to determine effectiveness of programs.
15%	Attends all case conferences, trainings, meetings, huddles, and committees as directed. As indicated by the treatment team may make collateral contacts with incarcerated patients' family members for information for the treatment team with the appropriate process to enhance the incarcerated patient's adjustment to the correctional setting. Coordinates placement with community resources and the Classification and Parole Representative to offer interdisciplinary consultation to clinical/custody staff. May create therapeutic self-help modules on marriage, family, therapeutic topics for use in residents' skills development and coordinate with resident peer to peer programs providing guidance to the residents on topics within the MFT scope.
5%	Performs other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, procedures, techniques, trends, and literature of psychotherapeutic theories and the treatment of substance use, mental and emotional disorders within the context of marriage and family systems; human problems and symptoms that prevent successful adjustment to community living; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; diagnostic criteria and related behavioral, emotional, and relational problems and corresponding treatment modalities; cultural diversity and relevant therapeutic implications; and current trends in mental health, public health, substance use disorders 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/relational and clinical data and record such data systematically; prepare clear, accurate, and concise reports; coordinate with parole, family, and/or community agencies in preparation for community reentry; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; work collaboratively with interdisciplinary treatment teams; and communicate effectively.

LICENSE REQUIREMENT
Possession of a valid license as a Licensed MFT 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

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
Persons appointed to the class of MFT are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, the incarcerated, or the public.

Assignments may include sole responsibility for the control of incarcerated patients, clients, or incarcerated individuals and the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS
An objective and empathic understanding of incarcerated 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. The ability to form a professional therapeutic relationship while maintaining appropriate clinical and personal boundaries in accordance with law, ethics, policy, and procedure.

- 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.

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