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
Office of Employee Wellness (OEW)	065-544-9878-938	1

DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Administrative Services/Office of Employee Wellness	Licensed Clinical Social Worker (Health/Correctional Facility)-Safety			
	WORKING TITLE			
	Behavioral Health and Wellness Consultant			
	TIME BASE / TENURE	CBID	WWG	COI
	Limited Term/Full Time	R19	2	Yes ☐ No ☒

LOCATION	INCUMBENT	EFFECTIVE DATE
HQ		11/16/2026

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 Office of Employee Wellness (OEW) provides a safe, accessible, and connective space for proactive wellness support, education, and resources for all California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) employees. OEW develops, implements and oversees the department-wide employee wellness programs including the Peer Support Program (PSP), California Chaplain Corps (CCC), CDCR Wellness app, Employee Assistance Program (EAP), and other statewide wellness programs.

GENERAL STATEMENT
Under the general direction of the Senior Psychologist Supervisor, Office of Employee Wellness (OEW), the Clinical Social Worker, is a licensed Clinical Social Worker and serves as a Behavioral Health and Wellness Consultant to the Department, specifically to the Correctional Officer Apprenticeship Program (COAP). The incumbent performs complex professional work related to providing behavioral health and wellness services to CDCR cadets and officers in their apprenticeship period and augments the employee wellness infrastructure which includes mental health professionals properly trained to assist law enforcement employees and their families. The incumbent will provide brief, solution-focused counseling, consultation and coaching to those in the apprenticeship period and provide professional input, from a mental health perspective, on the development, implementation, delivery and evaluation of the COAP. The incumbent will identify and recommend appropriate services based on assessment and, where applicable; participate in risk assessment and evaluation; participate in professional meetings, committees, training, and conferences. Must work effectively and collaboratively under stressful conditions, the pressure of short leave time; work in a fast-paced environment with a multidisciplinary team; at times working with short deadlines or notice for travel. Work may include weekends, holidays, extended and rotating shift (day/night). Statewide travel on short notice may be required for extended periods of time.

% 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.
30%	***Empower and build relationships with CDCR cadets and apprentices in the (COAP) to provide a confidential avenue to aid them in navigating through professional and personal difficulties by being available and responsive to their needs. Offer confidential, individual, short-term therapy for, as well as acting as a consultant to academy administrators and staff on the well-being of cadets. Advise and assist apprentices in situations, including providing referrals and crisis intervention when needed.***
30%	***Assist in responding to the immediate individual and group recovery needs of apprentices after significant incidents. Provide crisis interventions for mental health/situational needs, including but not limited to, facilitating emergency care, notifying authorities in cases of likely imminent harm to self or others, and/or behaviors imminently threatening the safety/security/operation within the workplace. Intervene and make independent decisions regarding complex, confidential and sensitive staff issues. Extensive travel within the state as required for mission accomplishment.***
15%	***Provide consultation and assistance to CDCR management and/or individual workgroups regarding solutions to ongoing or anticipated problems involving stress resiliency and other mental health issues impacting CDCR cadets and apprentices in the (COAP). Advise departmental authorities of common trends and assist in developing workable solutions that relate to apprentices' physical health and mental wellbeing. Working with the Field Training Sergeants (FTSs), provide consultation and recommendations regarding apprentice's stressors, challenges in work transitions, or other aspects of the working environment that impact apprentice's wellbeing.***
15%	***Develop wellness related educational materials and facilitate workshops to educate apprentices on aspects of wellness, resources, and establish healthy habits early in their careers. Prepare reports and conduct special projects and research on behavioral wellness; and develop health interventions as they relate to apprentices.***
5%	***Collect, analyze and report on qualitative and quantitative data to inform best practices and to guide departmental recommendations in decision making. Research and provide input regarding best practices related to behavioral wellness guidelines for employee services; prepare reports and conduct special projects and research on behavioral wellness; and develop health interventions. Collaborate with partners in the community, including providers, labor organizations, and community resources to research and keep apprised of best practices, and to identify and develop adequate support for CDCR cadets and apprentices in the (COAP).***

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 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