

Reviewed / Revised 03/2009

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA#-	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT California Institution for Women (CIW)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED: Correctional Treatment Center, Corona, Ca.	CLASS TITLE: Clinical Social Worker (Health/Correctional Facility – Safety)
WORKING DAYS AND WORKING HOURS:	SPECIFIC LOCATION ASSIGNED TO: Psychiatric Inpatient Program
INCUMBENT (If known):	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial): 086-220-9872-XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COLLABORATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the overall administrative authority of the Program Assistant, with clinical oversight from the Clinical Director, the Clinical Social Worker is assigned to the Psychiatric Inpatient Program (PIP) mental health treatment teams, to evaluate individual and psychosocial needs of patients. Provides assessments, group therapy, collateral conferences, documentation and evaluation of patients progress in treatment, functions as a member of the interdisciplinary treatment team to plan, implement and evaluate individual treatment needs, 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. Attends treatment planning conferences and collaborates with the IDTT in the development and implementation of patient treatment plans and programs. Takes appropriate action in responding to emergency situations.

Incumbents conduct assessments and summarize case information for use in diagnosis, treatment (level of care) and dispositional release; diagnose and /or collaborate in the formulation of a diagnosis; develop, monitor and modify individualized patient treatment plans in collaboration with the interdisciplinary treatment team; identify and recommend appropriate services based on assessment and, where applicable, civil or penal code commitment; provide individual and group therapy as delineated in the treatment plan; provide suicide and crisis risk assessment and intervention; participate in risk assessment, evaluation and recommendation for alternate level of care placement for release to the community or other case disposition (with consideration for the risk the patient presents to the community); coordinate discharge planning activities and act as resource on accessing appropriate community support and services to be utilized upon release; respond to requests from patients, family members, courts and community agencies; consult with colleagues and other staff on behavior management treatment issues; prepare verbal and written social work reports and provide court testimony, as required by law and policy, which can be used in all legal jurisdictions; participate in professional meetings, committees, training and conferences; participate in research and Quality Assurance and Improvement (QA&I). Acts as a primary case manager in facilitating the treatment planning and implementation process, and uses various treatment modalities. The Clinical Social Worker serves on treatment teams and acts as team facilitator. Responsible for reports, correspondence and audits, acts as liaison to other treatment units to coordinate continuum of care treatment for patients, and maintains information, provides referral services for patients. Responsible for maintaining safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape.

Maintain safety by assisting staff in inspecting facilities; utilizes Therapeutic Strategies and Interventions (TSI) techniques to observe behavior and to identify and/or intervene in security breaches that could lead to injuries or escape; responsible for the control of patients, and the protection of personal and real property.

DUTY STATEMENT Clinical Social Worker (Health/Correctional Facility – Safety) con't.

% 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 additional sheet if necessary)
	<p><u>Percentage Statement:</u></p> <p>30% Performs coordination of care plans including: court and clinical regulatory requirements, developing individualized treatment plans, monitoring progress and performing case reviews of patients on the caseload. These duties entail file reviews, data gathering, completing reports and other required documentation, participating in conferences, preparing and presenting case summaries, and consulting with other professionals. Completes mental health evaluations of patients admitted to the PIP including completion of written assessments, evaluations, and other reports. Participates in the individualized treatment planning and discharge planning processes.</p> <p>25% Coordinates with institutional and custody staff to establish linkage to all institutional services required for effective implementation of comprehensive treatment plans; consults with custody staff regarding participation and progress of caseload in these services. These services include: education, training and work assignment, as well as special groups such as AA. Provides direct treatment to patients in the caseload including individual and group psychotherapy.</p> <p>15% Consults with, and makes contacts with individuals outside the institution in order to enhance the patient's adjustment to the prison setting and to facilitate successful release into the community. This may include parole officer staff in the Parole Outpatient Clinics, family members, and other individuals as appropriate. Participates in program evaluation and quality assessment and improvement. Attends Staff meetings and performs other clinical and institution-wide duties as required.</p> <p>15% Provides therapeutic services to patients including: evaluate individual and psychosocial needs of patients; provides assessments, group therapy, implement and evaluate 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.</p> <p>5% Is responsible for clinical documentation and overall clinical case management of assigned patients, collateral conferences, documentation and evaluation of patients progress in treatment, functions as a member of the interdisciplinary treatment team to plan, document and implement the individualized treatment plan. Attends case conferences and other meetings as requires.</p> <p>5% Maintain safety by assisting staff in inspecting facilities; utilizes Therapeutic Strategies and Interventions (TSI) techniques to observe behavior and to identify and/or intervene in security breaches that could lead to injuries or escape; responsible for the control of patients, and the protection of personal and real property.</p> <p>5% Performs other duties as required and/or directed.</p>

DUTY STATEMENT Clinical Social Worker (Health/Correctional Facility – Safety) con't.

% 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. <i>(Use additional sheet if necessary)</i>
	<p><u>KNOWLEDGE OF:</u></p> <p>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; current trends in mental health, public health, public welfare and Federal and State programs in these fields.</p> <p><u>ABILITY TO:</u></p> <p>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; communicate effectively.</p> <p><u>SPECIAL PERSONAL CHARACTERISTICS:</u></p> <p>An 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.</p> <p><u>SPECIAL PHYSICAL CHARACTERISTICS:</u></p> <p>Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) – 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 inmates.</p> <p>Assignments may include sole responsibility for the control of patients, clients or inmates and the protection of personal and real property.</p> <p>Applicants for positions in these classes are required to pass a drug-screen 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 class for which drug testing is a requirement.</p>

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The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
 Frequently: Involves 1/3 to 2/3 of a workday
 Occasionally: Involves 1/3 or less of a workday
 N/A: Activity or condition is not applicable

Standing: Constantly – stands for periods of time to file, at the copy machine, and other office machines.

Walking: Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Constantly– lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Constantly– this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Constantly– stretches, stoops/bends, kneels, and crouches to pull/file documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Constantly– will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Frequently– reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Frequently– balances when using the step stool, stairs or lifts.

Pushing/Pulling: Constantly – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The Clinical Social Worker will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Clinical Social Worker works in an office with his/her own desk area and computer, with florescent lighting and a thermostatically controlled environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Clinical Social Worker utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

DUTY STATEMENT Clinical Social Worker (Health/Correctional Facility – Safety) con’t.

GENERAL POST ORDER / DUTY STATEMENT ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities.

Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmate/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmate/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing Restrictions: All inmate/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmate/patients are housed appropriately.

Prescribed Health Care Appliances (including Dental Appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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