Read instructions carefully
This Training and Experience Assessment will provide you with an opportunity to demonstrate significant aspects of your qualifications for Supervising Psychiatric Social Worker I, Correctional Facility, with the California Department of Corrections and Rehabilitation (CDCR). The eligible list resulting from this examination process will be used by CDCR facilities statewide to fill their existing positions. A “Conditions of Employment” form is included in this Training and Experience Assessment that will allow you to select the location(s) and time bases for which you are interested in working.

This Training and Experience Assessment will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate’s Name: ______________________________________________________

Social Security Number: ________________________________________________

Address: _____________________________________________________________

***In order to expedite the hiring process, your phone numbers are required***

Home Phone Number: _________________________________________________

Work Phone Number: _________________________________________________

Cellular Phone Number: ________________________________________________

License: ___________________________  Number  Expiration Date  State

Signature ____________________________________________________________________________  Date ____________________________________________________________________________

I certify that all the statements I have made in this application are true and correct.

FILING INSTRUCTIONS:
Please submit your completed Training and Experience Assessment, along with a standard State Application Form, STD. 678 as follows:

By mail with:  California Prison Health Care Services
   Selection Services Section
   P.O. Box 4038, Suite 350
   Sacramento, CA  95812-4038

or  California Prison Health Care Services
In person with:  Selection Services Section
   501 J Street, Lobby Drop Box
   Sacramento, CA  95812
MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications as of the date his/her Training and Experience Assessment is received. If not, the candidate’s application in the examination process will be rejected and his/her Training and Experience Assessment will not be scored. Please ensure that your State application (STD. Form 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.)

(Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.)

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.

Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4980.40(f)(3) of the Business and Professions Code.

Either I

Two years of experience performing the duties of a Psychiatric Social Worker, Correctional Facility, in the California state service.

Or II

Experience: Four years of experience in psychiatric social work, at least one year of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric outpatient program, in a psychiatric hospital, or in a psychiatric department of a hospital.
### JOB REQUIREMENTS

The following are job requirements. Please indicate your willingness to comply with each job requirement listed.

(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in the examination process.)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you willing to work at correctional facilities and/or parole outpatient clinics in the Department of Corrections and Rehabilitation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are you willing to treat inmates, youthful offenders, and parolees in a professional, ethical, and tactful manner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are you willing to provide professional and ethical mental health care to inmates, youthful offenders, and parolees including the mentally ill and developmentally disabled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are you willing to work among inmates, youthful offenders, and parolees including some who may be mentally ill, developmentally disabled, potentially dangerous, or sex offenders?</td>
<td></td>
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</tr>
<tr>
<td>5. Are you willing to work with inmates, youthful offenders, and parolees who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis?</td>
<td></td>
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</tr>
<tr>
<td>6. Are you willing to abide by and adhere to institutional/parole outpatient clinic safety and security policies?</td>
<td></td>
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<tr>
<td>7. Are you willing to promote positive, collaborative, professional working relations among co-workers and peace officers?</td>
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<tr>
<td>8. Are you willing to comply with tuberculosis screening requirements?</td>
<td></td>
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<tr>
<td>9. Are you willing to work around peace officers armed with chemical agents and/or weapons?</td>
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<tr>
<td>10. Are you willing to wear protective clothing and apparatus as required?</td>
<td></td>
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<tr>
<td>11. Are you willing to abide by and adhere to the institutional/outpatient clinic dress code?</td>
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<tr>
<td>12. Are you willing to complete on-going education specific to licensure, and required in-service training (IST)/on-the-job training (OJT)?</td>
<td></td>
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<tr>
<td>13. Are you willing to work various and/or extended hours as required?</td>
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</tbody>
</table>
DEGREES/CERTIFICATES

Please indicate if you have any of the following degrees and/or certifications by marking the appropriate box.

☐ 14. Associate of Arts/Bachelor of Arts degree in Psychology or Sociology
☐ 16. Substance Abuse Professional Certification
☐ 17. Certified Domestic Violence Counselor
☐ 18. Certified HIV Counselor
☐ 19. Professional Organization Membership (e.g. National Association of Social Workers, California Association of Social Workers, etc.)
WORK EXPERIENCE

<table>
<thead>
<tr>
<th>Note to Applicant: Please read carefully. Under “Work Experience,” for items #15-30, indicate:</th>
<th>RECENCY</th>
<th>FREQUENCY</th>
<th>LEVEL OF SKILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recency Performing Task&lt;br&gt; If you have performed this task within the last 24 months; AND</td>
<td>I have performed this task within the last 24 months</td>
<td>I have performed this task on a Daily or Weekly basis</td>
<td>I have performed this task Monthly basis</td>
</tr>
<tr>
<td>2. Frequency Performing Task&lt;br&gt; How often you perform this task (e.g. select one box from “weekly” ”monthly” or “annually” column) AND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Level of Skill (No. of Years Performing Task)&lt;br&gt; Indicate the level of skill (No. of years) that you have in performing this task (e.g., select one box from the “level of skill”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Supervise clinical social workers and staff to ensure compliance with program policies. ☐ ☐ ☐ ☐ ☐ ☐ ☐

21. Supervise training of psychiatric social worker students. ☐ ☐ ☐ ☐ ☐ ☐ ☐

22. Develop psychiatric work treatment plans in an assigned district or in an institution/clinic for mentally and/or emotionally disturbed, mentally deficient or physically disabled patients, inmates, youthful offenders, or parolees. ☐ ☐ ☐ ☐ ☐ ☐ ☐

23. Evaluate staff performance and take or recommend appropriate action. ☐ ☐ ☐ ☐ ☐ ☐ ☐

24. Recruit, screen, interview, and hire clinical social workers. ☐ ☐ ☐ ☐ ☐ ☐ ☐

25. Oversee clinical social workers case assignments to ensure the appropriate delivery of psychosocial services are being met. ☐ ☐ ☐ ☐ ☐ ☐ ☐

26. Provide clinical guidance and training for clinical social workers to improve quality of care and provide appropriate treatment. ☐ ☐ ☐ ☐ ☐ ☐ ☐

27. Provide follow-up appointments with chronically ill patients to facilitate continuity of care and management of patients’ conditions. ☐ ☐ ☐ ☐ ☐ ☐ ☐

28. Ensure the timely completion of initial psychiatric evaluations, patient treatment plans and interdisciplinary treatment team meetings. ☐ ☐ ☐ ☐ ☐ ☐ ☐

29. Interview patients to determine mental health diagnoses. ☐ ☐ ☐ ☐ ☐ ☐ ☐

30. Establish professional and respectful working relationships with supervisors, administrators, staff subordinates, parolees, etc. ☐ ☐ ☐ ☐ ☐ ☐ ☐
### WORK EXPERIENCE, CONTINUED

Note to Applicant: Please read carefully. Under “Work Experience,” for items #31-43, indicate:

1. **Recency Performing Task**
   - If you have performed this task within the last 24 months; **AND**

2. **Frequency Performing Task**
   - How often you perform this task (e.g. select one box from “weekly” “monthly” or “annually” column) **AND**

3. **Level of Skill (No. of Years Performing Task)**
   - Indicate the level of skill (No. of years) that you have in performing this task (e.g., select one box from the “level of skill”)

<table>
<thead>
<tr>
<th></th>
<th>RECENCY</th>
<th>FREQUENCY</th>
<th>LEVEL OF SKILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
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<td>32.</td>
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<td>35.</td>
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</tbody>
</table>

1. **Develop programs for community planning and education and coordinate needs of hospitals, clinics with other agencies and communities.**
   - Choose relevant options from the table.

2. **Work as a team member with other treatment disciplines.**
   - Choose relevant options from the table.

3. **Participate in meetings, committees and conferences.**
   - Choose relevant options from the table.

4. **Participate in the peer review/quality management process.**
   - Choose relevant options from the table.

5. **Interact with outside monitoring agencies.**
   - Choose relevant options from the table.
SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CORRECTIONAL FACILITY
Training and Experience Assessment

Name: ____________________________

CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY LISTING ONLY
PLEASMARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.
If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. After three such waivers and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF.

☐ (D) Permanent Full-Time ☐ (R) Permanent Part-Time ☐ (K) Limited-Term Full-Time ☐ (A) Any
If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

☐ 7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.
ADULT FACILITIES:
☐ 0802 Pelican Bay State Prison
Crescent City, Del Norte County
☐ 1802 California Correctional Center
Susanville, Lassen County
☐ 1805 High Desert State Prison
Susanville, Lassen County

☐ 7231 NORTHERN REGION – If this box is marked, no further selection is necessary.
ADULT FACILITIES:
☐ 0309 Mule Creek State Prison
Ione, Amador County
☐ 3423 CSP, Sacramento Represa, Sacramento County
☐ 4804 California Medical Facility Vacaville, Solano County
☐ 2102 CSP, San Quentin San Quentin, Marin County
☐ 3400 Headquarters Sacramento, Sacramento County
☐ 3404 Folsom State Prison Represa, Sacramento County

☐ 7232 CENTRAL REGION – If this box is marked, no further selection is necessary.
ADULT FACILITIES:
☐ 1015 Pleasant Valley State Prison Coalinga, Fresno County
☐ 1513 Wasco State Prison Reception Center, Wasco, Kern County
☐ 1514 North Kern State Prison Delano, Kern County
☐ 1522 Kern Valley State Prison Delano, Kern County
☐ 1605 Avenal State Prison Avenal, Kings County
☐ 1606 CSP, Corcoran Corcoran, Kings County
☐ 2000 Central California Women’s Facility Chowchilla, Madera County
☐ 2004 Valley State Prison for Women Chowchilla, Madera County
☐ 2701 Correctional Training Facility Soledad, Monterey County
☐ 2708 Salinas Valley State Prison Soledad, Monterey County
☐ 4005 California Men’s Colony San Luis Obispo, San Luis Obispo County
☐ 4006 California Substance Abuse Treatment Facility Corcoran, Kings County
☐ 4007 El Paso de Robles YCF Paso Robles, San Luis Obispo County

☐ 7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.
ADULT FACILITIES:
☐ 1307 Calipatria State Prison Calipatria, Imperial County (North)
☐ 1308 Centinela State Prison Imperial, Imperial County (South)
☐ 1503 California Correctional Institution Tehachapi, Kern County
☐ 1995 CSP, Los Angeles Lancaster, Los Angeles County
☐ 3310 California Rehabilitation Center Norco, Riverside County
☐ 3313 Chuckawalla Valley State Prison Blythe, Riverside County
☐ 3329 Ironwood State Prison Blythe, Riverside County
☐ 3612 California Institution for Men Chino, San Bernardino County
☐ 3613 California Institution for Women Corona, San Bernardino County
☐ 3715 R. J. Donovan Correctional Facility at Rock Mountain San Diego, San Diego County

☐ 3417 Richard A. McChee Correctional Training Center, Galt, Sacramento County
☐ 3902 DeWitt Nelson YCF Stockton, San Joaquin County
☐ 3908 O.H. Close YCF Stockton, San Joaquin County
☐ 3917 N.A. Chaderjian YCF Stockton, San Joaquin County
☐ 3907 Northern California YCF Stockton, San Joaquin County
☐ 0311 Pine Grove Youth Pine Grove, Amador County
☐ 0307 Preston YCF Ione, Amador County

☐ 3911 Deuel Vocational Institution Tracy, San Joaquin County
☐ 4811 CSP, Solano Vacaville, Solano County
☐ 5505 Sierra Conservation Center Vacaville, Solano County

Please notify CPHCS promptly of any address changes or availability for employment at the following address:
California Prison Health Care Services, Selection Services, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038

SUPERVISING SOCIAL WORKER I, CORRECTIONAL FACILITY
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RECRUITMENT QUESTIONNAIRE
These questions are not part of the examination but are for the hiring authority’s information.

HOW DID YOU HEAR ABOUT THE ASSOCIATE HEALTH PROGRAM ADVISER EXAMINATION?

1. Check the box that best describes how you found out about the Associate Health Program Adviser examination:

☐ College Recruitment
☐ CDCR Employee/Relative
☐ CDCR Website
☐ CPHCS Website
☐ Job Fair/Career Event (California)
☐ Job Fair/Career Event (Outside California)
☐ Advertisement in Magazine/Journal
☐ Mailer
☐ Newspaper
☐ Internet Search (Career Builder, Google, AOL, etc)
☐ State Personnel Board (SPB)

2. Check the box that best describes your reason for selecting CDCR as your place of employment:

☐ Competitive Salary
☐ Benefits
☐ Retirement
☐ Career Challenge
☐ Gain Experience in a Correctional Setting
☐ Flexible Shifts
☐ Opportunity
☐ All of the above