

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
GRADUATE STUDENT ASSISTANT
(CLINICAL SOCIAL WORKER)**

Approved by Clinical Administrator – Jennie Porter (A)
Signature: 

Date Approved:

3/15/16

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Social Work Intern performs duties within a clinical training program designed to prepare him/her for a professional Clinical Social Work career. Students will be provided supervised experience in the professional arena of Forensic Clinical Social Work. Students must maintain enrollment in the MSW Graduate program during the entire course of Social Work field placement. Students will be supervised and observed as they gain practical professional experience in the following clinical social work areas: as a member of a wellness and recovery interdisciplinary treatment team; as a group leader of wellness and recovery focused treatment; and case management, psychosocial assessments, and discharge planning. Students will learn the Risk/Needs/Responsivity Sex Offender Treatment program.

35% DIRECT TREATMENT:

- Will be provided with supervision of Social Work Intern Supervisor.
- **Co-lead wellness and recovery-oriented courses/groups** whose focus is dictated by Individual's need as defined in the treatment plan and provided according to therapist skills and hospital approved lesson plans.
- **Meet with and provide social work services for Individuals who have identified needs.** Meet with Individuals for regular psychosocial contact and Individual therapy in which the focus is dictated by Individual's need as defined in the treatment plan and provided according to therapist skills. Provide crisis intervention services. Maintain a therapeutic relationship with Individuals. Provide on-going information regarding treatment expectations, legal issues and progress towards the next dispositional setting.
- **Develop and maintain contact with Individuals' families as appropriate.** Provide collaborative services with relatives and community agencies, including face-to-face, letter and phone contacts, provided Individual has signed proper release forms and such contact has been approved by Treatment Team as clinically necessary. Serve as case manager by coordinating treatment for specific Individuals as determined through the Treatment Team. As case manager, meet with the individual's treatment providers as applicable. Provide emergency social work services as needed to other units or service areas.

25% ASSESSMENT, PLANNING AND EVALUATION:

- Completion of Security/Escape Risk Assessments upon admission and update the same as required by policy.
- **Participate in monthly treatment team meetings for evaluation and development of each Individual's Treatment Plan for assigned caseload.** Assist the Team in identifying strengths of Individual, treatment needs and priorities, assessing Individual progress and identify and address issues that may impact discharge placement as appropriate.
- **Prepare and update treatment plans that reflect Individuals' current and ongoing treatment needs, including narrative summaries for Individuals on assigned caseload.**
- Review Liberty Health Care reports, independent evaluations, and Court documents and update the Treatment Team as needed. Review charts prior to each monthly Treatment Team Meeting for Individuals on assigned caseload.
- **Develop, review and update the social work component of the integrated and 30 day assessments with each new Individual, consistent with wellness and recovery guidelines and hospital standards.** Provide input to the Treatment Team regarding new and pertinent information that may impact on the Individual's treatment course.
- Write monthly social work notes describing and evaluating the Individuals' response to social work services / treatment interventions received. Notes are to include description of direct treatment, behavioral observations, other contacts with Individual and family, agency contacts, and phone calls regarding the individual. Complete all course/group evaluations, participation ratings, and other standardized measures, as required.

20% DISCHARGE PLANNING:

- Collaborate with the Treatment Team, State's Conditional Release Program, Department of Corrections and/or Parole Agents in formulating a community treatment contract/discharge plan and facilitating an individual's discharge to his dispositional placement setting.
- As applicable, facilitate application for Supplemental Security Income, Social Security benefits, California ID card, prior to discharge. If and when applicable, assist in assuring submission of conservatorship applications, LPS holds and certifications.
- Complete affiliated paperwork for discharge planning, i.e., Social Services Discharge Summary or Recommended Continuing Care Plan. Assure that all necessary releases of information have been

properly completed and signed prior to any contact with outside agencies.

10% PROGRAM EVALUATION AND DEVELOPMENT:

- Regularly participate in Social Work Department meetings as scheduled. Serve on work groups as assigned by supervisor.
- Attend and participate in program level staff meetings, hospital wide committee meetings as assigned, staff development sessions, placement meetings and, pursuant to caseload and agenda, the specific forensic meeting.
- **Be available to management for Social Work consultation** on specific questions of Individuals' progress and contribute to assessments of population characteristics, treatment needs, treatment resources, and staff development needs.

10% PROFESSIONAL, RESOURCE AND TRAINING FUNCTIONS:

- Keep current on social, legal, and clinical literature and resources through workshops, classes, and other means of study.
- Act as a resource to Individuals and staff on community resources, e.g. social, educational, vocational, financial, housing, and the like. Assume advocacy role with Individuals in apprising them of their treatment and available resources in compliance with hospital and Treatment Team policies and procedures.
- Attend available training provided by Coalinga State Hospital.

2. SUPERVISION RECEIVED:

Program Director – Clinical Social Worker

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: General concepts and principles involved in the departmental assignment.

ABILITY TO: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from

symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- **SVP PROCESSES:** Demonstrates understanding of the SVP law, its commitment processes, and the California Sex Offender Commitment Program (SOCP); able to demonstrate and convey the principles and practices inherent in the self-management strategies and skills detailed in the SOCP; and promotes the benefits of participation in the five Phases of treatment.
- **ORIENTED TREATMENTS:** Promotes the principles and practices of individualized care. Demonstrates the ability to implement the evidence-based interventions by effectively leading/co-leading courses/groups, assisting individuals with treatment related homework assignments, providing coaching on coping techniques and encouraging individuals to engage in treatment.

- **TEAM MEMBERSHIP:** Demonstrates the ability to provide constructive team input based on direct observation of individuals' behavior and to interact professionally with individuals and co-workers in the development and delivery of all professional services.

TECHNICAL PROFICIENCY (SITE SPECIFIC):

- **ASSESSMENTS AND PLANNING:** Demonstrates the ability to provide timely social work assessments and the required specificity of content.
6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date