

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

<b>CLASSIFICATION: CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY) (SAFETY)</b>	
Approved by Clinical Administrator (A) – Frank Maul Signature: <i>Cynthia Duran CACA</i>	Date Approved: <i>5/5/15</i>

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Works as a member of an interdisciplinary team; provides recovery oriented treatment groups, therapeutic interventions, and other social services; assists the treatment team in evaluating patients' readiness for release; works as liaison between Conditional Release, family, community, other stakeholders and the team.

**40% DIRECT TREATMENT:**

- **Develop, monitor, and modify 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; respond to requests from patients, family members, courts, and community agencies; consult with colleagues and other staff on behavior management treatment issues;**
- **Conduct SOTP and/or recovery-oriented courses/groups** whose focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills and hospital approved lesson plans. This includes being the primary provider or co-provider of up to six (6) hours of treatment courses/groups per week.
- **Meet with and provide social work services for patients who have identified needs, including Stable 2007 interview and identifying Dynamic Risk Factors.**
- Meet with patients for regular psychosocial contact and Individual therapy in which the focus is dictated by the patient need as defined in the treatment plan and provided according to therapist skills. Provide crisis intervention services. Maintain a therapeutic relationship with patients. Provide on-going information regarding treatment expectations, legal issues and progress towards the next dispositional setting.
- Provide social work services to family members, Department of State Hospitals, and community agencies; develop and maintain contact with patients' families as appropriate.
- Provide collaborative services with relatives and community agencies, including face-to-face, letter and phone contacts, provided patient 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 patients as determined through the Treatment Team. As case manager, meet with the patient's treatment providers as applicable. Provide emergency social work services as needed to other units or service areas.

**20% ASSESSMENT, PLANNING AND EVALUATION:**

- 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; provide suicide and crisis risk assessment and intervention;
- 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; and participate in research and Quality Assurance and Improvement (QA&I).
- Ensure completion of Security/Escape Risk Assessments upon admission and update the same as required by policy.
- **Participate in all 7-day, 30 day, and quarterly and annual treatment team meetings for evaluation and development of each patient's Treatment Plan for assigned caseload.** Assist the Treatment Team in identifying strengths of the patient, treatment needs and priorities, assessing patient progress, including Dynamic Risk Factors, and identify and address issues that may impact discharge placement as appropriate.
- **Prepare and update treatment plans that reflect the patients' current and ongoing treatment needs, including narrative summaries for patients on assigned caseload.**
- Review Liberty Health Care/ ConRep reports, independent evaluations, and Court documents and update the Treatment plan as needed that will include Dynamic Risk Factors. Review charts prior to each 7, 30-day, quarterly and annual Treatment Team Meeting for patients on assigned caseload; provide individual and group therapy as delineated in the treatment plan; 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 dynamic risk factors the patient presents to the community).
- **Develop, review and update the social work component of the 30 day assessment with each new patient, consistent with hospital standards.** Provide input to the Treatment Team regarding new and pertinent information that may impact on the patient's treatment course.

- **Annual assessments/ updates are also completed annually for patients on caseload.** Included will be review of Security Escape Risk assessment; review of Advanced Health Care Directive; update emergency contact information; update Releases of Information; any other Social Work Services that may be needed at that time.
- **Write monthly social work notes describing and evaluating the patients' response to social work services / treatment interventions received.** Notes are to include description of direct treatment, behavioral observations, other contacts with the patient and family, agency contacts, and phone calls regarding the patient. Complete all course/group evaluations, participation ratings, and other standardized measures, as required.

**15% PROGRAM EVALUATION AND DEVELOPMENT:**

- Regularly participate in Social Work Department meetings as scheduled. Serve on work groups as requested by management.
- 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 patients' progress and contribute to assessments of population characteristics, treatment needs, treatment resources, and staff development needs.

**15% 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 a patient'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 plans 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% PROFESSIONAL, RESOURCE AND TRAINING FUNCTIONS:**

- Maintain a current license as a clinical social worker or registration as Associate Social Worker with the California Board of Behavioral Sciences (BBS).
- Keep current on social, legal, and clinical literature and resources through workshops, classes, and other means of study.
- Act as a resource to patients and staff on community resources, e.g. social, educational, vocational, financial, housing, and the like. Assume advocacy role with patients in apprising them of their treatment and available resources in compliance with hospital and Treatment Team policies and procedures.
- If qualified and with approval from the Supervising Psychiatric Social Worker, train social work interns and social workers in the performance of their job duties. Provide orientation and assistance to new Social Workers, as requested.

**2. SUPERVISING RECEIVED:**

Supervising Psychiatric Social Worker

**3. SUPERVISION EXERCISED:**

None

**4. 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 and 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 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 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.

## 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 Treatment Program (SOTP); able to demonstrate and convey the principles and practices inherent in the self-management strategies and skills detailed in the SOTP; and promotes the benefits of participation in treatment.

- **MENTALLY-ILL INMATE PROCESSES**  
Demonstrates understanding of the PC 2684 commitment, policies, disciplinary actions and discharge processes unique to inmates from CDC-R, processes for Involuntary Administration of Psychotropic Medications (Keyhea) and role of the social worker. Knowledge of DSM-IV TR and DM V based mental illnesses and evidence based skills/interventions.
- **MEDICAL UNIT PROCESSES**  
Demonstrates an understanding of working with patients with transient / chronic medical conditions, geriatric issues and hospice care.
- **RECOVERY-ORIENTED TREATMENTS**  
Promotes the principles and practices of a Recovery Model of patient care. Demonstrates the ability to implement the evidence-based interventions by effectively leading/co-leading courses/groups, assisting patients with treatment related homework assignments, providing coaching on coping techniques and encouraging patients to engage in treatment.
- **TEAM MEMBERSHIP**  
Demonstrates the ability to provide constructive team input based on direct observation of patients' behavior and to interact professionally with patients and co-workers in the development and delivery of all professional services.
- **ASSESSMENTS AND PLANNING**  
Demonstrates the ability to provide timely social work assessments and the required specificity of content.

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** None

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.

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Employee Signature

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Print Name

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date