



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>Position Control Approval: cm</b>	<b>Date:</b> 2/6/2025
<b>Employee Name</b>	<b>Division</b> Clinical Administration		
<b>Position No / Agency-Unit-Class-Serial</b> XXX-9872-XXX	<b>Unit</b> Social Work Services		
<b>Class Title</b> Clinical Social Worker (S)	<b>Location</b> Atascadero State Hospital		
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R19	<b>Work Week Group</b> E	<b>Class Ranges</b> U&V

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Work as a team member with other treatment disciplines; provide treatment and social services for patients; assist interdisciplinary team in evaluating patients' readiness for release; work as liaison between community and interdisciplinary team. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

40%	<p><b>Direct Treatment</b></p> <p><b>Conduct or co-lead weekly treatment groups</b> whose focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills and approved program treatment design.</p> <p>Meet with patients for regular individual therapy in which the focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills.</p> <p><b>Meet with and provide social work services for patients who have identified need, as defined by the Social Work Service.</b></p> <p><b>Develop and maintain contact with family of patients, as appropriate, and provide them with information when proper release forms have been signed by the patient allowing contact.</b></p> <p>Provide crisis intervention services to patients.</p> <p>Participate in meetings of the unit therapeutic community.</p> <p>Provide collaborative services to relatives and agencies through personal, letter, and phone contacts.</p>
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	<p><b>Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.</b></p>
<p>20%</p>	<p><b>Assessment, Planning, and Evaluation</b></p> <p>Participate in initial interviews with patients and with other members of the Interdisciplinary Treatment Team, assessing treatment needs and developing treatment objectives and plans.</p> <p>Review the psychosocial assessment of each new patient as determined by policy. Make subsequent additions and corrections to the psychosocial assessment, as needed, and at least yearly.</p> <p>Review chart prior to Interdisciplinary Treatment Team meetings for patients on assigned caseload.</p> <p><b>Participate in all Interdisciplinary Treatment Team reviews of each patient on assigned caseload; provide input on progress in treatment; report on family, social and community resources; identify current and ongoing treatment needs, and make recommendations.</b></p> <p>Participate in mini-team meetings as required by treatment needs.</p> <p>Participate in shift change meetings, exchanging information on patients and participating in relevant in-service training provided during these meetings.</p> <p><b>Write clinical progress notes describing and evaluating the patients' responses treatment, as defined by the Social Work Service.</b></p>
<p>15%</p>	<p><b>Discharge Planning</b></p> <p><b>Collaborate with the Interdisciplinary Treatment Team, State's Conditional Release Program, Department of Corrections, Parole Agents, and/or representative from the dispositional setting to formulate an outpatient treatment contract/discharge plan and facilitate the patient discharge to the dispositional setting.</b></p> <p>Facilitate application for Supplemental Security Insurance, Social Security benefits, California ID card, or driver's license prior to discharge.</p> <p>Facilitate application for conservatorship, 72-hour and 14-day holds, and 180-day certifications.</p>

	<p>Complete affiliated paperwork for discharge planning (i.e., Social Work RCCP discharge summary).</p> <p>Provide emergent social work services, as needed, to other units.</p>
15%	<p><b>Professional, Resource, and Training Functions</b></p> <p>Regularly attend meetings of the hospital Social Work Service.</p> <p>Regularly meet with Supervising Psychiatric Social Worker I to plan and assess work.</p> <p>Maintain current social, legal, and clinical literature and resources through workshops, classes, Continuing Education (CEs), etc.</p> <p>Act as a resource to patients and staff on community resources (e.g. social, educational, vocational, financial, etc.)</p> <p>Assume advocacy role with patients in apprising of them of their treatment and available resources.</p>
10%	<p><b>Program Evaluation and Development</b></p> <p>Participate in Program management meetings and staff development sessions.</p> <p>Participate in weekly (and as-needed) interdisciplinary team meetings to review clinical matters such as questions about individual and family treatment cases, larger unit treatment issues, and other clinical issues of interest to the group.</p> <p>Be available to Program management for Social Work consultation regarding individual patients and input on assessment of patient population, treatment needs, treatment resources, and staff development needs.</p>
Other Information	<p><b>Supervision Received:</b> The Clinical Social Worker is under the administration and clinical supervision of the Chief of Social Work Service through the Supervising Psychiatric Social Worker I. The annual performance appraisal is a joint assessment by the residential program management and the Social Work Service.</p> <p><b>Supervision Exercised:</b> Provide clinical guidance to other staff members who are learning to deliver skills-building treatment.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p>

**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.

**REQUIRED COMPETENCIES**

**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

**CPR**

Maintain current certification as indicated by local facility.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it

is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate 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.

**SITE SPECIFIC COMPETENCIES  
SVP/MDO/NGRI/CONREP PROCESS**

Demonstrate understanding of the Sexually Violent Predator (SVP), Mentally Disordered Offender (MDO), and Not Guilty By Reason of Insanity (NGRI) laws and each commitment processes; promote the benefits of CONREP placement; instruct/reinforce teaching of the law and CONREP acceptance criteria.

**TEAM MEMBERSHIP**

Demonstrate 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 patient care services.

**TECHNICAL COMPETENCIES  
TREATMENT/TEACHING**

Demonstrate the ability to apply relapse prevention, skills building and cognitive behavioral theory using skills building modules.

**THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY**

Demonstrate the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence. Demonstrate good staff/patient boundaries and monitors and assist others to help them maintain theirs.

**ASSESSMENT AND PLANNING**

Demonstrate the ability to utilize assessment information, patient interviews, and team discussion to plan treatment based on patient need.

**LICENSE OR CERTIFICATION**

It is the responsibility of the employee 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 Service. Employees in this classification must:

Possess a valid license as a Licensed Clinical Social Worker (LCSW) issued by the California Board of Behavioral Science Examiners, OR an approved waiver of up to four (4) years by the California Department of Public Health under the provisions of the California Health and Safety Code 1277 (b) AND possess a valid registration as an Associate Clinical Social Worker (ASW) issued by the California Board of Behavioral Science Examiners.

	<p><b>TRAINING CATEGORY - 2</b> The employee is required to keep current with the completion of all required training.</p> <p><b>PHYSICAL DEMANDS – See attached</b></p> <p><b>WORKING CONDITIONS:</b> Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.</p>
	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature <span style="float: right;">_____</span> Date</p> <hr/> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature <span style="float: right;">_____</span> Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature <span style="float: right;">_____</span> Date</p>

**Physical Requirements of Position  
Clinical Social Worker/Clinical Social Worker-Bilingual (9872)**

Activity	Never/Rarely < 5 min.	Infrequently 5- 30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public		X				
By phone with public			X			
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff		X (Clinical guidance)				
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					