

## EDITED TASK LISTING

**CLASSIFICATION:** Supervising Psychiatric Social Worker II, Correctional Facility (CF)

**NOTE:** *Each position within this classification may perform some or all of these tasks.*

<b>Task Statements</b>	
1.	Plan and organize the psychiatric social work duties and assignments of the Parole Outpatient Clinic (POC) program to provide quality mental health services for parolees' integration into the community utilizing various resources (e.g., California Code of Regulations Title 15 [CCR Title 15], Departmental Operations Manual [DOM], Division of Adult Parole Operations [DAPO] policies, Diagnostic and Statistical Manual [DSM], etc.) as directed by the Chief Psychiatrist.
2.	Recruit, screen, interview, and hire clinical social workers for POC offices to fill vacancies or newly-established positions, using Division of Adult Parole Operations hiring procedures, candidate information, certification lists, interviewing skills, and appropriate California Department of Corrections and Rehabilitation new-hire forms, etc., as necessary.
3.	Maintain program standards and monitoring criteria to ensure incorporation of evidence based principles and trends utilizing various resources (e.g., best practices, court decisions, laws, rules, regulations and departmental policies/procedures), as needed.
4.	Work with departmental administrators to improve policies and procedures relating to mental health and casework management utilizing various resources (e.g. committees, work groups, subject matter experts, etc.), as directed.
5.	Coordinate field staff responses to inquiries from Headquarters to provide accurate information through the appropriate chain of command utilizing various resources (e.g., meetings, reports, documents, equipment, aids, etc.), as required.
6.	Manage Supervising Psychiatric Social Worker I staff to ensure compliance with program policies utilizing various resources (e.g., CCR Title 15, DOM, P&CSD policies, mandated POC policies, DSM, etc.), on a daily basis.
7.	Monitor the workplace to ensure compliance with the department's Equal Employment Opportunity (EEO) policy and promote a work environment free of discrimination, harassment, retaliation and unprofessional conduct pursuant to state and federal laws as required.
8.	Supervise psychiatric social worker staff to ensure the timely completion of IPE (Initial Psychiatric Evaluations), patient treatment plans, and IDTT (Interdisciplinary Treatment Team) meetings utilizing POC policies and procedures on an on-going basis.
9.	Conduct meetings for psychiatric social worker staff to ensure standardized implementation of POC policies utilizing various resources (e.g., training, continuing education, facilitation skills, etc.) on an ongoing basis.
10.	Implement progressive disciplinary procedures to remediate substandard employee performance/behavior utilizing statistical data (e.g., attendance records, automated tracking system, Daily Activity Report, etc.) on an ongoing basis.
11.	Assign cases to psychiatric social worker staff to provide treatment services to parolees utilizing various resources (e.g., CCR Title 15, Departmental policies, procedures and protocols, legislative mandates, etc.), as needed.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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<b>Task Statements</b>	
12.	Provide direct clinical services to ensure adequate case coverage or to provide expertise for high profile cases using knowledge, experience, and supervisory skills as needed or as directed by the appropriate authority.
13.	Provide clinical guidance (e.g., case consultation, differential diagnosis) and training for psychiatric social workers to improve quality of care and treatment of parolees utilizing various resources (e.g., professional code of ethics, community standards, DAPO policies, DSM, etc.) on an on-going basis.
14.	Coordinate the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various methods and resources (e.g., Memorandum of Understanding (MOU), On the Job Training (OJT), California Human Resources (CalHR) regulations, POC policies and procedures), as needed.
15.	Supervise training of license-eligible psychiatric social workers to ensure they meet all the training hours and the professional standards needed for licensure utilizing various resources (e.g., Board of Behavioral Science requirements, Assembly Bill 1975, Health and Safety code, CCR Title 15, DOM, etc.), as required.
16.	Supervise the collection of data related to POC population to assist with any authorized research utilizing various resources (e.g., research protocols, automated system data, etc.), as needed.
17.	Represent DAPO at conferences, forums and community meetings to produce community awareness, understanding of social work practices, and gain stakeholder support for the parole mission utilizing communication skills, interpersonal skills, knowledge of policies and procedures etc., as needed.
18.	Assist in the development of social work procedures as a member of the regional and statewide management team, to ensure standardization of POC programs statewide utilizing various resources (e.g., CCR Title 15, DOM, P&CSD policies, ethical professional practices, etc.), as necessary.
19.	Develop positive working relations with community agencies/community based organizations to identify community resources and access to Federal, State, and private entitlement programs (e.g., SSI – Social Security Insurance, housing, medical benefits, employment, education, etc.) utilizing various resources (e.g., presentations/conferences, meetings, open houses, etc.), as needed.
20.	Address community groups about the POC program to facilitate positive public relations, educate the community regarding the services provided to parolees utilizing knowledge of the programs and public speaking skills, as required.
21.	Establish and maintain cooperative working relations with institution programs and community resources to deliver appropriate services to the parolees utilizing various resources (e.g., case management, case notes, multi-disciplinary resources, treatment plans, etc.), as required.

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22.	Act as a liaison with institutions, departments, law enforcement agencies, community providers and the public to ensure compliance with court mandates, laws, rules and regulations (e.g., Department Operations Manual (DOM), CCR Title 15, departmental memoranda, etc.) using communications skills, classification/correctional knowledge and experience, and analytical skills, as required.
23.	Oversee the screening of parolee applicants into special programs to ensure comprehensive treatment and appropriate placement/delivery of services utilizing various resources (e.g. mental health referrals and staffing, appropriate screening instruments and tools, departmental policy and procedure, etc.), as determined by management.
24.	Oversee the psychiatric social worker case assignment to ensure the appropriate delivery of psychosocial services utilizing clinical staff skills, parolees' needs/issues, available staff resources, POC policies and procedures, etc., as required by the program.
25.	Inform stakeholders of available programs to provide education and general information regarding community treatment programs, mental health services, and client backgrounds utilizing various resources (e.g., tours, pamphlets, presentations, facts sheets, interviews, etc.), as required.
26.	Prepare written and electronic correspondence/reports related to POC programs, employee recruitment, and administrative duties to facilitate clinical and administrative functions utilizing various resources (e.g., computer software, e-mail, etc.) on a daily basis.
27.	Prepare reports to communicate casework and programming status/issues, personnel concerns, corrective action plans, health and safety concerns, budgetary status, etc. utilizing various resources (e.g., audit instruments, communication from staff, departmental standards, site specific expectations, proof of practice documentation, etc.), as needed.
28.	Supervises the conduct of parolees committed to the CDCR to ensure safety and security of staff, and the public utilizing correctional awareness of the surroundings in accordance with Title 15, laws, regulations, and DAPO policy and procedures, as required.
29.	Inspects facilities to prevent injury by parolees to themselves, others, or property by ensuring compliance with mandated safety regulations, correctional awareness of the surroundings in accordance with Title 15, laws, regulations, and DAPO policy and procedures, as required.
30.	Maintains security of working areas and work materials in all facilities by ensuring compliance with mandated safety regulations, identifying and confiscating contraband, and inspecting all areas in accordance with Title 15, laws, regulations, and DAPO policy and procedures, as required.
31.	Inspect POC offices for contraband (e.g., weapons or illegal drugs) to ensure compliance with mandated safety regulations in accordance with Title 15, laws, regulations, and DAPO policy and procedures, as required.

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32.	<b>Travel (including overnight) to various statewide locations to supervise and establish positive lines of communication, implement policies and procedures, and conduct or attend training etc. using state or privately-owned vehicle, airlines, etc., as necessary.</b>