

**Purpose/Conclusion:** To document the subject's role with DSHS, support work schedule, supervisor relationship, understand responsibilities and duties etc. **Note:** this is the general form for the position the subject holds to describe the position, it was not filled out for him and there is no record of one specifically filled out for the subject.

**Source:** Rick Meyer, External Compliance Manager

Recruitment



Washington State  
Department of Social  
& Health Services

## Position Description Form (PDF)

For Washington General Service (WGS) Positions Only

RECEIVED

**INSTRUCTIONS:** This form is to be completed/reviewed by the supervisor of the position when: establishing a new position; prior to filling a vacant position; or when the business needs of the position change. Each PDF must reflect the primary duties and responsibilities, essential functions, required skills and abilities, and other job-related information such as dual language, bargaining unit, work period, funding source, etc.

HUMAN RESOURCES

I. POSITION DESCRIPTION		
1. HRMS 8-DIGIT POSITION NUMBER <b>70126093</b>	2. 4-DIGIT LEGACY NUMBER <b>GC28 E</b>	3. INCUMBENT'S NAME (IF FILLED) <b>Vacant as of 9/08/14</b>
4. CHECK THE ACTION BOX THAT APPLIES TO THE POSITION <input type="checkbox"/> New <input type="checkbox"/> Reallocation <input checked="" type="checkbox"/> Update duties <input type="checkbox"/> Position relocation <input type="checkbox"/> Data change		5. IS POSITION DESIGNATED EMERGENCY PER DSHS EMERGENCY OPERATIONS PLAN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. CURRENT CLASS TITLE AND CLASS CODE <b>Psychiatric Social Worker 3-352 K</b>		7. CURRENT WGS SALARY RANGE <b>50</b>
8. PROPOSED CLASS TITLE AND CLASS CODE (FOR REALLOCATIONS OR ESTABLISHMENTS). <b>PSW3</b>		9. PROPOSED WGS SALARY RANGE <b>50</b>
10. WORKING TITLE, IF DIFFERENT <b>n/a</b>		11. WORK SCHEDULE/HOURS OF WORK PER WEEK <b>40 hours M-F 8:00-4:30 S/S off</b>
12. SHIFT <input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> On-call		13. ASSIGNMENT PAY (REFERENCE CODE) <b>n/a</b>
14. POSITION STATUS <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent <input type="checkbox"/> Non-permanent/on-call		15. DATE OF LAST REVIEW BY SUPERVISOR <b>08/21/2014</b>
16. AGENCY NAME AND ADMINISTRATION <b>DSHS (300) BHSIA</b>		17. SUB-AGENCY/POSITION ORGANIZATION TITLE <b>C33/G92</b>
18. ADDRESS OF POSITION LOCATION <b>9601 Steilacoom Blvd SW (C5), Lakewood, WA 98498</b>		19. SUPERVISOR'S NAME AND POSITION NUMBER (8 DIGIT AND LEGACY) <b>Christine Costello TP73 70127128</b>
20. BARGAINING UNIT DESIGNATION <b>JA</b>	21. BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. ORGANIZATIONAL CHART ATTACHED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23. <input type="checkbox"/> Project Project Employment Number:		24. In-training (attach plan) <input type="checkbox"/> Yes <input type="checkbox"/> No
25. IS POSITION ELIGIBLE TO RECEIVE OVERTIME? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
26. NAME, TITLE, AND TELEPHONE NUMBER OF CONTACT PERSON REGARDING THIS DOCUMENT (PLEASE PRINT) <b>Christine Costello, Manager of PTRC Social Work (253) 756.2760</b>		
II. FOR DSHS CLASSIFICATION AND COMPENSATION UNIT USE ONLY		
1. EFFECTIVE DATE	2. END DATE	3. <u>OVERTIME EXEMPT</u> /OVERTIME ELIGIBLE, SHIFT SCHEDULED MONTHLY?
4. POSITION RETIREMENT ELIGIBLE? <input type="checkbox"/> Yes <input type="checkbox"/> No		5. ORGANIZATIONAL UNIT
6. COUNTY CODE (WHERE POSITION IS LOCATED)	7. APPROVED POSITION CLASS CODE AND CLASS TITLE <b>352K-PSW3</b>	
8. ACTION TAKEN (APPROVED/DENIED/REVIEWED)		9. ACTION DATE <b>9/2/14</b>
11. HR SIGNATURE <i>Lester L. Dickson</i>		12. HR TITLE <i>Class &amp; Comp Specialist</i>

POSITION DESCRIPTION FORM (PDF)  
DSHS 03-407 (REV. 05/2012)

ERMO Risk Code 7200 0312

*Brock Justinen*

Industrial Insurance Consultant 04/18/23

AUG 29 2014 Page 1

Classification/  
Compensation Unit

### III. GENERAL DESCRIPTION/POSITION OBJECTIVE

1. Summarize the position's scope of work.

The Psychiatric Social Worker III (PSW3) provides psychiatric social work services to patients in the Psychiatric Treatment and Recovery Center (PTRC). The PSW3 also coordinates services between the hospital and the community in discharge planning. This position works with minimal supervision of the PTRC Social Work Manager.

### IV. SUPERVISORY RELATIONSHIPS

#### PART A

Check the statement that most accurately describes the level of supervision you exercise over this position.

- ☐ Close, detailed  
☐ Spot-check basis only  
☒ Little, employee responsible for devising own work methods  
☐ Other (please explain):

#### PART B

1. Check the boxes that apply to this position or if the position has the authority to recommend any of these actions.  
☐ Hires ☐ Evaluates ☐ Corrects ☐ Disciplines ☐ Terminates others ☐ Assigns work  
☐ Instructs and checks the work of others  
☒ Not applicable
2. Is this a supervisory position? ☐ Yes ☒ No Is this a lead position? ☐ Yes ☒ No  
If yes, attach organizational chart with position numbers and classification titles of the position's supervisory chain as well as this position's subordinate positions.
3. Add any additional information that clarifies this position's management, supervisory, or lead responsibilities.

### V. ASSIGNED DUTIES AND RESPONSIBILITIES

List all assigned duties and responsibilities of the position, and the percentage of time dedicated to carrying out those duties. The percentage of time under "Percentage" below must equal 100%. If you are going to use the phrase "other duties as assigned," put it in this section but it cannot exceed more than 5% of the total position's duties and responsibilities. Underline the essential functions of the position. Essential functions are those functions that must be performed by the incumbent in this position. They cannot normally be re-assigned without impacting the allocation of the position.

Percent: 55%	<p>Duties Performed: Duties Performed:</p> <p>Follows WSH Discharge to Placement Process and WSH/RSN Working Agreement; <u>serves as liaison between community, family and hospital. Coordinates and facilitates discharge planning process.</u> Complies with all Centers for Medicare and Medicaid Service and The Joint Commission standards for social work and follows the National Association of Social Workers Code of Ethics. <u>To include charting on patients, providing input to treatment plans, as an active member on the treatment team, and producing assessment reports. Actively engages patients, families, and guardians, in treatment/discharge planning. Meets 1:1 with patient and/or family as needed. Educates and counsels patients and families about psychiatric illnesses, diagnoses, and prognoses. Provides direct services for patients/consumers by assessing measures of care, observing and tracking behavior and mental health progress and recovery. Communicates professionally, affectively, and therapeutically with diverse populations of patients and their families.</u></p>
--------------	--

2%	<u>Understands legal status of patient and requirements of the court. Follows Notification requirements set by State Law (Duty to Warn, Victim/Witness, Tarasoff, Violent Offender Notifications of grounds privileges, transfers to less restrictive settings, and 6358 referral for assessments). Testifies at Court hearings/reviews and/or trials, and accurately respond to questions from the Court.</u>
20%	<u>Participates in treatment planning conferences</u> for all assigned patients, with interpreters when necessary, <u>and prepares individualized treatment plans</u> for select patients according to hospital standards. <u>Works closely and communicates readily with relevant entities and community systems</u> during treatment and discharge planning processes. <u>Attends weekly individual patient review sessions and daily staffing reports.</u> <u>Interviews patients and develops psychosocial assessments and interprets findings for all patients on caseload.</u>
10%	<u>Documents challenges and barriers to discharge</u> in the medical record, <u>and tracks patient progress toward goals and discharge planning.</u> <u>Consults with supervisor, psychiatrist, nursing, placement team and other treatment team members in the cooperative planning of treatment and discharge.</u> <u>Completes initial and on-going progress notes/clinical chart documentation</u> for patient caseload within required time frames. Assures that goals and objectives of program are met within allotted resources,
1%	<u>Provides backup coverage/services for other Social Workers</u> when they are on leave and for other PSW3/MSWS for the other wards as needed and assigned in close collaboration with the Social Work Supervisor.
5%	<u>Facilitates daily psychotherapy/psycho-educational groups</u> with patients with a primary psychiatric diagnosis.
2%	Attends scheduled trainings and updates annual trainings as required. <u>Attends all scheduled, mandatory meetings</u> unless previously cleared with supervisor. <u>Receives and responds in a timely manner to communication</u> from supervisor, SW Manager, Discharge Team, and Director of Clinical Services.
5%	Performs other duties, as assigned.
<b>VI. POSITION SPECIFIC QUALIFICATIONS</b>	

a. List required education, experience, licensure, and skills and abilities.

**A Master's degree in Social Work from an accredited school of Social Work. AND two years of experience in counseling mentally or emotionally disturbed individuals.**

b. List desirable skills and abilities.

**Able to multi-task in a fast paced environment.**

**Able to self-motivate and manage inconsistency in the work load of an admissions ward.**

**Able to facilitate daily psycho-educational or therapy based social work group.**

**Able to provide individual and group interventions to patients based on their treatment goals.**

Able to work cooperatively with a multi-disciplinary treatment team to formulate treatment goals and assess patients' progress toward discharge.

Able to set and re-evaluate priorities on an ongoing basis.

Able to meet expectation standards for quality of work and timeliness of chart notes, psycho-social assessments, and treatment plan input/interventions.

Able to work collaboratively with key players from outside entities such as Regional Support Network liaisons, Home and Community Services assessors, etc to plan and implement patients' discharges.

#### **VII. SPECIAL REQUIREMENTS AND/OR CONDITIONS OF EMPLOYMENT**

List any licensing, certification, or other special requirements.

**Registration as an Agency Affiliated Counselor or Social Work licensure.**

This position has been designated as emergent under the DSHS Comprehensive Emergency Management Plan. The incumbent in this position is directly responsible for delivery of DSHS Vital Services and for understanding the local emergency management plan, which describes how Vital Services will be delivered during an emergency or disaster. During a recognized emergency, the duties may be different from normal duties, and will be temporary in nature, lasting only as long as necessary to resume normal operations. The incumbent may be required to perform the following during a recognized emergency/disaster:

- 1) Report for duty on short notice for a specified timeframe;
- 2) Report for duty outside of normally scheduled work hours and workdays;
- 3) Report to a duty station that is different from the official duty station;
- 4) Perform work tasks outside the normal scope of duties reflected in this PDF.

*"Incumbent must hold a valid driver's license when operating a state or privately owned vehicle on official state business. Incumbent must also comply with Washington State's liability laws when operating a privately owned vehicle on official state business."*

#### **VIII. WORKING ENVIRONMENT**

Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.). Some or all of these conditions may be noted under Section V., ASSIGNED DUTIES AND RESPONSIBILITIES.

**Work on a ward and in an office in a state psychiatric hospital. May require working outside the hospital setting in indoors/outdoors environment and communicating and collaborating with community partners and patient support members. Position may require transporting of patients in State vehicles to pre-placement visits and discharge placements. Position is a social work position requiring flexibility and ability to work on a variety of hospital wards, manage time and schedules and work with staff from different disciplines. Occasional work after hours may be necessary. Duties consists of working with individuals who are 18 year or older and have behavioral/emotional/psychiatric/social/medical problems and who may exhibit high-risk behaviors such as aggression, self-harm, etc.**

**IX. SIGNATURES**

The job duties as identified in Section V are an accurate reflection of the work to be performed by this position.

The incumbent has performed the essential functions contained in this document for 0 months.

Supervisor's signature

*C. Castillo, LCSW*

Title

Manager of Social Work/PTRC

Date of supervisor's signature

8/21/14

Telephone number

253.756.2760

Approving authority's signature

*Samuel Kero*

Title

Director of Social Work

Date of approving authority's signature

8/21/14

Telephone number

253-756-2904

As the incumbent in this position, I have received a copy of this position description.

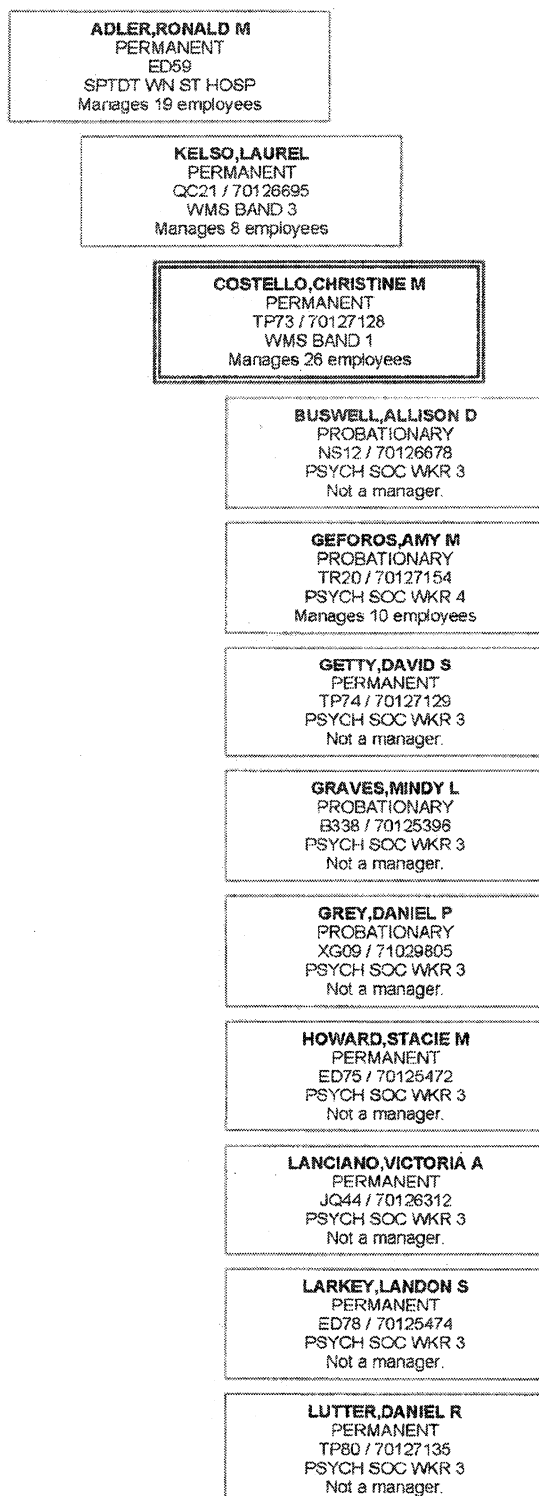
Employee's signature and date of signature

*Vacant*

**WESTERN STATE HOSPITAL**

ORGANIZATIONAL CHART for WMS BAND 1 - COSTELLO,CHRISTINE M

search



**Harmon, Joanne (DSHS/HRD)**

---

**From:** WSH HR PDFs  
**Sent:** Tuesday, August 26, 2014 3:17 PM  
**To:** DSHS Classification, HRD  
**Subject:** FW: Scan from a Xerox WorkCentre  
**Attachments:** PSW 3 recruit.PDF

GC28

For Recruitment.

-----Original Message-----

**From:** [wshHR@dshs.wa.gov](mailto:wshHR@dshs.wa.gov) [mailto:[wshHR@dshs.wa.gov](mailto:wshHR@dshs.wa.gov)]  
**Sent:** Tuesday, August 26, 2014 4:14 PM  
**To:** WSH HR PDFs  
**Subject:** Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: Building 19 Room 047 HR Device Name: RX0000AA7EEF95

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

8/27- Clarification re: my chat 8/27



# ORG CHART

PTRC - EAST,  
TEAM  
AM

LAUREL KELSO  
DIRECTOR OF SOCIAL WORK  
CENTER DIRECTOR, PTRC - EAST  
EN04  
09 / 01 / 2003 P

CHRISTINE COSTELLO  
MANAGER OF SOCIAL WORK CIVIL  
TP73  
07 / 13 / 2004 P

