POSITION DESCRIPTION: SOCIAL WORKER, GS 185-11/ 12

I. INTRODUCTION:

This position is located in the Navy Consolidated Brig, Clinical Services Department, Social Services Division, which is a Naval adult correctional facility. This facility houses up to 400 inmates, male and female (primarily male), from any branch of service (primarily USN and USAF) serving sentences imposed by military authority. Any person who becomes a serious management problem at a waterfront brig or other similar facility may be transferred to a Consolidated Brig.

Long term inmates at a Consolidated Brig may include drug distributors, sexual offenders, assaultive offenders, long term absentees, and others. Staff consists of professional-level employees such as administrators, psychologists, program specialists, correctional officers, counselors and other line staff. As there is no career corrections track for Navy officers or enlisted, the incumbent serves the critical function of providing consistency of operations through staff changes brought about by normal rotation.

The incumbent plans, implements and supervises specialized mental health and social services programming based on the needs of inmates and brig resources. A wide variety of programs and services must be offered to address several levels of abuse and addiction, requiring that the incumbent be very knowledgeable and skilled in treatment and prevention issues, program design and implementation. The specialized programs are essential to the accomplishment of the overall brig mission as substance abuse, sexual abuse, and/ violence contributes to criminal offense behavior during and after incarceration if not treated while the inmate is in the brig and available for treatment.

II. Duties and Responsibilities:

1. Program Management and Supervision. (20%)

Incumbent serves as technical and administrative director and supervisor of specialized programs and serves as social work consultant, supervisor and treatment provider for clinical programs (such as the Sex Offender Treatment Program/ Substance Abuse Program/ Violent Offender Program), NAVCONBRIG Miramar. As such, the incumbent performs the following tasks:

a. Directs and manages the design and implementation of specialized programs (such as the clinical aftercare program, family reunification services, parenting skills/ related programs, and/ the Substance Abuse Treatment Program).

1) As Aftercare Program Director, identifies and coordinates up-to-date inmate and pre- and post-release treatment services. Identifies and contacts post-release treatment services and resources throughout California as well as the U.S. for inmates in need of continued sexual offender, violent offender, domestic violence, substance abuse, and/ other "special needs" mental health follow-up. Develops and maintains a system to disseminate post-release services information to inmates and staff. Advises professional staff (psychologists, social workers, psychiatrist) on appropriate resources, and reports outcomes of the treatment planning to unit teams. Serves as the facility expert on reunification and aftercare issues and services. The incumbent must technically supervise and advise a wide range of staff in developing aftercare plans (the Substance Abuse, Violent Offender, and Sexual Offender treatment teams). Technically supervises up to four clinical team members and graduate social work intern(s).

2) As Substance Abuse Program Director, develops policies and procedures for the substance abuse assessment and treatment services. Develops procedures for delivery of coursework, treatment groups, volunteer -led groups, and substance abuse related training for brig staff. Coordinates, supervises, and provides delivery of services. Technically supervises up to five team members: (nationally) Certified Drug and Alcohol Counselors, mental health technician, and graduate social work student(s), and approximately 40 volunteer addiction counselors. For up to 2 counselors, also administratively assigns and reviews work weekly, assuring that deadlines are met and products are professional and accurate. Evaluates subordinates' work performance, including subordinate supervisor and serves as the reviewing official on staff rated by subordinate supervisors (depending on military staff ranks assigned). Assures performance standards and ratings of and by subordinate staff are equitable and comparable to subordinates of the other treatment team. Serves as the facility's expert on substance abuse assessment and treatment matters. Ensures subordinate staff obtain and/ maintain any/ certification(s) required in their specialty.

b. Provides direction to intake and treatment staff (five mental health technicians, Certified Drug and Alcohol Counselors) through scheduled meetings and provides

consultation as requested and appropriate. Makes decisions on work problems presented by subordinates, supervisors, team leaders, or other brig personnel. Provides technical direction and supervision pertaining to incumbent's program specialty to subordinate staff: substance abuse and mental health counselors, interns, multi-disciplinary volunteers and to a lesser degree other brig staff providing counseling (i.e., five GS11 case managers, five GS 9 unit counselors). Leads multi-disciplinary treatment team consisting of up to: GS 13 clinical psychologist, licensed clinical social worker (Captain, 03), certified substance abuse counselors, mental health counselors, and other rehabilitation staff as needed. Uses supervisors, team leaders, and/ unit case managers to coordinate and/ oversee treatment plan implementation and work within the specialized program.

c Supervises the maintenance of treatment records, reports and documentation. Provides such documentation for clients/ inmates. Directs statistical information for program assessment, evaluation and long range planning. Makes budget recommendations to appropriate officials based upon needs of NAVCONBRIG Miramar for specialized programming and education.

d. Submits requests/ proposals to department head concerning needed materials, equipment, staffing, improved work methods, and costs to assist in determining the annual and semi-annual goals and objectives of the department. Identifies technical requirements for clinical / specialty program(s) to be accomplished. Plans and establishes the work schedules for the program elements, deadlines, standards, and integrates these with the other clinical and non-clinical brig programs and staff. Plans subordinates' work, sets and adjusts taskings and deadlines. Considers staff's capabilities and the degree of difficulty/ requirements in setting work priorities. Instructs and advises staff on work and administrative matters pertaining to the specialty area. Effects disciplinary measures (such as letter of counseling, warning) if needed and recommends stricter actions in more serious cases. Recommends selections for subordinate supervisory and/ non-supervisory positions and for group leaders. Hears and resolves specialty team grievances and/ staff complaints. Recommends awards for staff and position changes.

e. Seeks ways to improve efficiency and/ quality of work, through informal or formal (i.e., facility Quality Management Board participation) means. Finds and implements ways to end or reduce significant bottlenecks and barriors to production, promotes team building.

2. **Program Development and Implementation.** (20%)

a. Establishes and assesses curriculum, lesson plans, lesson materials, and evaluation forms. Conducts classes, groups.

b. Identifies need for and provides (or arranges) training to clinical and other brig staff in incumbent's specialty area.

c. Coordinates program evaluation and uses the results for program improvement. Surveys inmate treatment needs annually and develops program proposals to meet those needs. Identifies problem areas and initiates appropriate problem resolution.

d. Sets specialty program goals and objectives and priorities; determines the best approaches for resolving resource shortages/ finding alternatives. Obtains legal opinions as needed to develop revisions; provides expertise and insights into program improvements; prepares position papers as needed to influence long-range position and/ program changes.

e. Maintains familiarity with DOD, USN, USAF, and national policies and standards; implements standards/ instructions and revisions. Is familiar with national self-help recovery programs; liaisons with, and keeps close working relationships with the regional Institutions Committee of the national programs in order to maintain continuous sanctioned volunteer-led groups in the brig.

5. **Clinical duties**: (40%)

a. Provides group therapy, coordinates and conducts case conferences, provides individual mental health assessments of inmates.

b. Serves as clinical expert to unit team(s) concerning treatment planning and implementation for inmates convicted of varied offenses; participates in decision process concerning interim and final disposition of inmates. Represents the clinical services department head (GM 13) at weekly unit team conferences and meetings. Routinely deals with and advises higher level staff and managers (CDR, LCDR, GS 14, 13).

c. Provides complex written evaluations of inmates concerning diagnosis, treatment planning, progress, prognosis. Provides written recommendations to NAVCONBRIG Commanding Officer, the USAF and USN Clemency and Parole Boards, and outside treatment referral agencies.

6. **Liaison and Communication**: (15%)

a. Researches and stays abreast of current developments in substance abuse, correctional treatment, sexual offender, violent offender, and related fields and maintains resource materials. Provides consultation for counselors, medical, training, and other interests in all areas of outreach services, reunification, correctional treatment issues, and prevention training. Recommends use of outside resources when appropriate, such as regional Veterans Administration Hospital, drug treatment agencies, national referral service agencies, USAF and USN Family Advocacy Program Offices, special programs and training instructors.

b. Compiles complex legal, forensic, administrative and clinical data to provide concise, complete and accurate bi-weekly reports and recommendations to Secretary of USN/ USAF's Clemency and Parole Boards.

7. Performs other duties assigned by supervisor. (5%)

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Master in Social Work degree.

Two years' experience in the current principles and practices of family advocacy program and/ substance abuse program planning; assessment and treatment of addictions/ violent offenders/ sex offenders; treatment services coordination; and/ aftercare planning. Knowledge of program design, implementation and evaluation. Due to the requirement to create aftercare plans for all clinical specialty programs, must be knowledgeable about a broad range of problem areas and treatment solutions.

Knowledge of team leadership, professional supervision, staff development, and correctional rehabilitation desired.

Ability to assess, direct and supervise trained and para-professional staff and volunteer facilitators in lesson plan development, group facilitation, individual assessments, treatment plans and delivery, and community resource coordination. Knowledge of general principles of human behavior, addiction. Ability to coordinate efforts of several individuals or agencies toward a common goal and to work with brig professional staff in determining prevention and treatment needs of inmates.

FACTOR 2 , SUPERVISORY CONTROLS

Incumbent reports to the Social Services Division Officer Responsible for carrying out the duties of the position without technical supervision. Work is performed independently in accordance with broad regulatory and policy guidelines. Determines the direction and operation of the outreach/ reunification/ parenting programs or addiction programs. Responsible for the coordination of the programs, work products, lesson plans and effectiveness of educational programming Efforts are reviewed for acceptable results and compliance with brig and department goals.

FACTOR 3, GUIDELINES:

Guidelines are from Chief of Naval Personnel policy. Departments of the Navy and USAF instructions, Federal laws and statutes, professional theory and practice. While guidelines cover many areas of incumbent's responsibility, incumbent exercises substantial independent judgment in interpreting guidelines and in implementing effective programs within the area of responsibility. Follows ethical and practice guidelines of related professional organizations such as National Association of Social Workers, Association for the Treatment of Sexual Abusers, and Amer. Correctional Association.

FACTOR 4, COMPLEXITY

Work involves establishment of local procedures, planning and coordinating mental health programs of the brig. Supervision and training of volunteer and professional facilitators, evaluation of programs, and identifying mental health needs of inmates are a matter of professional judgment and require specific knowledge, skill and experience. Development and delivery of direct counseling services and coordination of the community resources involving numerous individuals and agencies require professionalism and substantial originality and initiative. Requires complex administrative scheduling of program services, balancing inmate needs, varied lengths of sentence (3 months to 5 years), parole requirements, clinical staff schedules, and the similar scheduling requirements of approximately 100+ other groups/ programs through the brig. Work involves treatment of inmates experiencing difficulty adjusting to incarceration or otherwise exhibiting problem behavior, therefore demanding extensive knowledge of psychology, social work, and high level of skill at delivering mental health/ addiction services. Identifying needs and delivering services requires substantial judgment, initiative and creativity. Requires assimilation and interpretation of numerous psychological, social, vocational, and behavioral inputs into concise reports used in core decision paper concerning risk in releasing inmates to the community.

Supervisory work requires the incumbent to be the full and final technical authority over subordinates' technical work. USN and USAF instructions require all counselors (all counselors not licensed as social workers/ psychologists) to have all counseling notes reviewed and signed by the incumbent and for all initiation/ change/ terminations of treatment to be performed or observed and approved by the incumbent.

FACTOR 5, SCOPE AND EFFECT

Work involves coordinating specialized programs to determine treatment plans for inmates with substance dependence and sexual deviance diagnoses and violent offenders. Without proper education and treatment for these problems, high percentages of inmates can be expected to return to substance abuse or reoffending, thus continuing to be a burden on the military and on society as a whole. Brig efforts to raise education levels, improve communications skills and prepare for career changes will be of little use to the inmate who has not arrested his addictive/ criminal behavior. Without proper diagnosis and treatment, recovery would be limited/ impossible, thus preventing accomplishment of the brig's mission. Without community aftercare planning, treatment gains are likely to diminish/ end and recidivism increases. The assessments and recommendations of these staff are crucial to the entry decisions for the congressionally-mandated USAF Return to Duty Program.

Work affects the decisions of the Navy and Air Force Clemency and Parole Boards. Those authorities report that quality clinical programs (i.e., substance abuse) and aftercare planning and the written recommendations of these professional staff are essential to support their function of making inmate parole decisions.

The substance abuse program validity is determined by that program director. Without proper management, supervision and delivery, the inmates would be unlikely to stop substance abuse, increasing the likelihood of drug abuse in and out of the facility, affecting security and safety of inmates, staff, and the community. Without a well-led substance abuse program, the brig would fail to comply with federal, DOD, USN and USAF mandates. The director will be the only credentialled (licensed) substance abuse professional for that program. DOD mandates that the substance abuse assessment and treatment services cannot be offered except under the supervision of this credentialled professional. Without this professional, the other staff could not perform their functions and the program would cease or strain the resources of other Programs by misaligning the supervisory responsibilities under other non-specialized, but credentialled, staff.

Incumbent ensures that parole-eligible inmates develop appropriate and complete parole plans. Without such plans, the inmates are ineligible for parole, a DOD-mandated disposition option for inmates. Up to 100% of the sentenced inmates will be served by this position. For some inmates, the substance abuse or aftercare program services will be the only program available to them and the only one which can establish a plan to prevent recidivism in the community upon release.

FACTOR 6, PERSONAL CONTACTS

Contacts are with superiors, subordinates, inmates, USAF and USN Clemency and Parole Boards, agents of other agencies (such as Naval Alcohol Rehabilitation Centers, Veterans Administration Hospitals, treatment centers, Hospitals and Institutions Committees of organizations such as Alcoholics Anonymous and Narcotics Anonymous, USAF and USN substance abuse career field advisors, USAF/ USN Family Advocacy Offices, national treatment resources organizations, USAF/ USN Parole and Clemency authorities). Contacts are face-to-face, by phone, in writing, and electronic. Contacts will also be in meetings, conferences, and professional organizations (military and civilian).

Incumbent has frequent (weekly, monthly) contact with community and regional agencies (military and civilian) to negotiate/ obtain resources for the aftercare/ substance abuse/ reunification programs and to seek compliance with policies or requirements (i.e., parole requirements, Family Advocacy agency services, etc.). Incumbent will participate in military and civilian community meetings and make presentations as appropriate to increase awareness of needs and gain commitments for resource-sharing.

As substance abuse director, weekly direct contact with representatives from local community AA/ NA/ GA sponsors and quarterly contact with AA/ NA/ GA committee chairs. The purpose is to obtain commitment of community/ self-help resources for the substance abuse program (as required by USAF/ USN instructions).

FACTOR 7, PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information, obtaining and providing assistance and guidance and for the monitoring of adherence to specific guidelines, procedures, program design and coordination. Contacts are also to provide consultation to decision authorities concerning inmate dispositions.

FACTOR 8, PHYSICAL DEMANDS

Routine walking, standing, bending and carrying light objects are required in this position but it is not considered physically demanding. May be required to respond outside of normal duty hours to facility emergency. Routine duties may involve work during evening hours one to three days weekly.

FACTOR 9, WORK ENVIRONMENT

Incumbent observes safety, personal and institutional security precautions while working in the brig. Close and frequent contact with inmates (described in Introduction) is routinely required.
Incumbent may be required to work one to three evenings per week, and be called into the brig during off-duty hours for emergencies.

NOTE: Incumbent must be licensed as a clinical social worker (in any state) and maintain continuous licensure.

DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

22 August 2000

From: Director, Employee and Labor Relations Division, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)

To: Commanding Officer, Naval Consolidated Brig Miramar

Subj: POSITION COVERAGE UNDER TITLE 5, UNITED STATES CODE (U.S.C.) 8412(D) FOR LAW ENFORCEMENT OFFICER SPECIAL RETIREMENT

Ref: (a) CO NAVCONBRIG Miramar 12831 Ser 02/072 memo of 20 May 99 with supporting information

Encl: (1) ODASN (CP/EEO) memo of 3 Feb 00
(2) UNSECDEF memo of 27 Jul 00

1. Reference (a) requests Law Enforcement Officer (LEO) special retirement coverage under the Federal Employees Retirement System, Retirement Code M, for Social Worker, GS-185-12, Position Description (PD) #FF560. Enclosure (1) is a copy of our request to the Department of Defense (DoD) for the primary coverage. Forwarded is DoD approval for the special retirement coverage with a copy of PD #FF560 (enclosure 2).

2. Upon receipt of this information, the Human Resource Office and the Human Resources Service Center should apply the age restriction to employment offers in filling the position, and the mandatory separation provisions under 5 U.S.C. 8425(b) will apply to any incumbent of the position. Also, the PD is to be annotated with the following remark:

"Position covered as a rigorous/primary position under the Federal Employees Retirement System (FERS) special retirement provisions of 5 U.S.C. 8412(d). Authority: Department of Defense memorandum of 27 July 2000."

3. The effective date of the coverage under 5 U.S.C. 8412(d) is retroactive to 6 March 1997, the date of the official classification of the position, or the date the FERS incumbent is/was assigned to the position. Additional retirement withholdings and contributions must be made per the requirements of Title 5 Code of Federal Regulations 842.805. A copy of enclosure (2) must be provided to the FERS incumbent and a copy placed on the permanent side of the Official Personnel Folder.

4. If there are any significant changes in the position

Subj: POSITION COVERAGE UNDER TITLE 5, UNITED STATES CODE (U.S.C.) 8412(D) FOR LAW ENFORCEMENT OFFICER SPECIAL RETIREMENT

that may affect the special retirement coverage; you are responsible for ensuring coordination with this office. You may contact Ms. Lydia Grimsley at (202) 764-0757 or DSN 764-0757 if you have questions.

RICHARD SCHULTZ

Copy to:
HRSC SW

DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
WASHINGTON, D.C. 20350-1000

3 FEB 2000

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF DEFENSE (CIVILIAN PERSONNEL POLICY)

SUBJECT: Position Coverage Under Title 5, United States Code 8412(d) for Law Enforcement Officer Special Retirement Coverage

Within the Department of Defense, the authority to determine coverage under the special retirement provisions of the Federal Employees' Retirement System rests with the Under Secretary of Defense for Personnel and Readiness. The Department of the Navy requests approval of primary coverage under the special retirement provisions of Title 5, U.S.C. 8412(d) for the following position:

Social Worker, GS-185-12, Position Description #FF560

The incumbent of this position has close and frequent contact with inmates and is directly involved in the treatment of inmates adjusting to incarceration or having behavior problems. The incumbent plans, implements, and supervises specialized mental health and social services programming based on inmate needs and the brig's resources. The primary duties of the position are to provide group therapy to inmates, mental health assessments of inmates, expert treatment planning and implementation, and written evaluations on inmates. The incumbent identifies and coordinates inmates' pre- and post-release treatment services.

The position meets the requirements of Title 5, U.S.C. 8401(17) and Title 5, Code of Federal Regulations 842.802 for the special retirement coverage. The position is located at a Navy disciplinary, confinement, and rehabilitation facility. The duties of the position require frequent direct contact in the detention, direction, training, care, and rehabilitation of individuals.

Attachment 1 is the Position Description #FF560 for the Social Worker, GS-185-12. If your staff has any questions or needs additional information on this matter, please have them contact Ms. Lydia Grimsley at (202) 764-0757.

Betty S. Welch

BETTY S. WELCH
Deputy Assistant Secretary of the Navy (Civilian Personnel/ Equal Employment Opportunity)

Attachment:
1. PD #FF560 for Social Worker, GS-185-12

Encl 1

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

JUL 27 2000

MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: Request for Special Retirement Coverage - Law Enforcement Officer Position

I approve the position, GS-0185-12, Social Worker, position description number FF560, as recommended in the attached Navy memorandum, in the primary category under the special retirement provisions of 5 USC 8336 (c) and 8412 (d).

Bernard Rostker

Attachments:
As stated

Tab 2