

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT Division of Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health Program Telemental Health Services		CLASSIFICATION TITLE Senior Psychologist (Health Facility) (Supervisor)				
		WORKING TITLE Telepsychology Senior Psychologist, Supervisor				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID S19	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>CCHCS is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>Under the direction of the Chief Telepsychologist, the Senior Telepsychologist, (Supervisor), assigned to the Enhanced Out Patient (EOP), provides direction and leadership to the EOP Coleman compliance activities including leading the Interdisciplinary Treatment Team (IDTT) implementing local policies and procedures, overseeing a client tracking system, effective matching of inmates with case managers, and coordinating system monitoring functions. The Senior Psychologist supervises and coordinates training for EOP staff and consults with primary clinicians, the psychiatrist, and custody staff. The Senior Psychologist also participates in staff meetings and institutional committees; evaluates patients; provides crisis intervention and individual and group psychotherapy; participates in IDTT evaluations, treatment planning, and aftercare planning. In some cases, the Senior Psychologist may serve as a primary clinician. Senior Psychologists help maintain the security of the institution and work materials and prevent escapes and injury to themselves, others, and property.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>60%</b>	Provides supervision and coordinates training of telepsychology staff. Supervises telepsychology and telesocial work staff. Under the direction of the Chief Telepsychologist, provides direction and leadership in implementation of policies and procedures. Conducts probationary and annual evaluations of telepsychology and telesocial work staff. Works with interdepartmental disciplines and participates in quality improvement processes.					
<b>20%</b>	Prepares and/or reviews medical records and patient case reports. Advises staff of appropriate treatment techniques for specific cases. Participates in Interdisciplinary Treatment Team planning					

<p><b>10%</b></p> <p><b>5%</b></p> <p><b>5%</b></p>	<p>sessions and case reviews. Confers with physicians, nurses, and medical technical assistants regarding patient status and medications. Responds to emergencies and provides emergency telepsychological evaluation and treatment when necessary. Provides evaluation and treatment to patients when necessary.</p> <p>Travels to Telepsychiatry hubs, partner institutions, and Headquarters in order to ensure the efficient and effective delivery of telepsychology services.</p> <p>Initiates, designs, and reports on clinical psychological research and collaborates in other research projects and programs; consults with professional personnel on the technical aspects of research design and analysis of data.</p> <p>Performs other job related duties as assigned.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, techniques, and problems in developing and coordinating a specialized psychological treatment program; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development, motivation, personality, learning, individual differences, adaptation, and social interaction; methods for the assessment and modification of human behavior; forensic psychology; characteristics and social aspects of mental and developmental disabilities; research methodology and program evaluation; institutional and social process, group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; principles of personnel management and supervision; community organization and allied professional services; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p><i>Ability to:</i> Plan, organize, and direct, or coordinate a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; supervise consultation and program leadership; supervise professional staff; teach and participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disabilities, to the conduct of research, and to the development and direction of a psychology program; plan, organize, and conduct research, data analysis, and program evaluation; conduct the more difficult assessment and psychological treatment procedures; analyze situations accurately and take effective action; communicate effectively; understand and effectively carry out State and departmental equal employment opportunity policies; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p><b>LICENSE REQUIREMENT</b></p> <p>Possession of a valid license as a Psychologist issued by the California Board of Psychology.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; keenness of observation; and demonstrated leadership ability.</p> <p>Interpersonal Skills: Work independently in a team setting.</p> <p><b>LANGUAGE SKILLS:</b> Ability to interview people of varying backgrounds; keep legible health care records; prepare and supervise the preparation of case histories; communicate effectively.</p>

**MATHEMATICAL SKILLS:** Ability to apply such concepts as fractions, percentages, ratios, and proportions to practical situations and calculate dosages.

**REASONING ABILITY:** Ability to formulate diagnoses and treatment plans; organize and prioritize work; interpret conflicting or ambiguous information; and analyze situations accurately and adopt an effective course of action.

**OTHER SKILLS AND ABILITIES:** Ability to direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; maintain effective working relationships with health care professionals and custody staff; perform effectively when confronted with potential emergency, critical, unusual, or dangerous situations; and maintain regular attendance and be punctual.

**OTHER QUALIFICATIONS:** Knowledge of principles and methods of psychiatry, general medicine and surgery and skill in their application; current developments in the field of psychiatry; mental health care organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and principles and practices of effective supervision and directing health care providers.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**SPECIAL PERSONAL CHARACTERISTICS**

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; keenness of observation; and demonstrated leadership ability.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------