

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****DUTY STATEMENT**

RPA/647#

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT <b>California Medical Facility</b>	POSITION NUMBER (Agency – Unit – Class – Serial) <b>076-220-9287-XXX</b>
UNIT NAME AND CITY LOCATED <b>CMF - Vacaville</b>	CLASS TITLE <b>Senior Psychologist, CF (Specialist)</b>
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO <b>MHSDS</b>
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Chief Psychologist, this position oversees specific mental health treatment for the incarcerated in the Mental Health Services Delivery System (MHSDS). Under general direction to perform difficult and responsible assignments relating to psychological assessment and treatment and serve as a psychology consultant in a specific psychology discipline. Functions as a highly specialized psychological consultant to other psychologists and members of treatment teams. The primary responsibilities of the Senior Psychologist (specialist) are to consult and provide consultation with clinical, custody and other personnel regarding program planning and evaluation and the development of direct and indirect mental health services: provide direction and leadership to interdisciplinary treatment teams: implement local policies and procedures, and coordinate system-monitoring functions. May function as a highly specialized psychological consultant to other psychologists and other members of treatment staff. The Senior Psychologist (specialist) coordinates training for MHSDS staff and consults with both clinical and custody staff. She/he may participate in staff meetings and institutional committees evaluating the incarcerated. Provide crisis intervention, provide individual and group psychotherapy. The Senior Psychologist (specialist) also maintains and promotes safety and security of the institution and work materials.

% 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. (Use addition sheet if necessary)
	<b>ESSENTIAL FUNCTIONS</b>
<b>40%</b>	Performs psycho diagnostic evaluations on difficult cases for the purpose of establishing diagnoses and developing appropriate treatment plans.
<b>20%</b>	Functions as Higher Level of Care (HLOC) liaison between California Department of Corrections and Rehabilitation (CDCR) and Department of Mental Health (DMH) for the purpose of facilitation admission and discharge planning for mental health. Assist with Vitek Hearings. Performs psycho diagnostic evaluations on difficult cases.
<b>15%</b>	Monitors compliance and timeliness, pertaining to the completion of documents, relevant to referrals to the Department of State Hospitals. Compliance is reported monthly.
<b>10%</b>	Provides assessment and crisis intervention to the incarcerated within the program as needed. Performs special projects as assigned, interprets the objectives and procedures of the program to other staff.
<b>10 %</b>	Consultation with clinical and custody staff regarding patient care. Consultation with management regarding conditions that exacerbate or alleviate systems of mental disorders in the institution. Attend management meetings regarding program development, problem resolutions and quality management functions.
<b>5 %</b>	Other duties as needed.

**DUTY STATEMENT**

RPA –CMF

% of time  
performing  
dutiesIndicate 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. *(Use addition sheet if necessary)***KNOWLEDGE AND ABILITIES***Knowledge of:*

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; 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; and community organization and allied professional services.

*Ability to:*

Provide professional consultation; 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; and communicate effectively.

**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; and keenness of observation.

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

Senior Psychologist, CF (Specialist)  
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The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday  
Frequently: Involves 1/3 to 2/3 of a workday  
Occasionally: Involves 1/3 or less of a workday  
N/A: Activity or condition is not applicable

**Standing:** Constantly – stands for periods of time to file/refile, at the copy machine, and other office machines.

**Walking:** Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

**Sitting:** Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Constantly–lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

**Carrying:** Constantly – this activity can be considered to require the same physical demands as lifting.

**Stooping/Bending/Kneeling/Crouching:** Constantly– stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

**Reaching in Front of Body:** Constantly–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

**Reaching Overhead:** Frequently – reaches overhead to retrieve objects from the top shelf of the file cabinet.

**Climbing:** Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Frequently – balances when using the step stool, stairs or lifts.

**Pushing/Pulling:** Constantly – has to push/pull to open file drawers, desk drawers, carts and racks.

**Fine Finger Dexterity:** Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

**Hand/Wrist Movement:** Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

**Crawling:** N/A

**Driving:** Occasionally

**Sight/Hearing/Speech/Writing Ability:** Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

**GENERAL POST ORDER / DUTY STATEMENT ADDENDUM**

**General requirements:** incarcerated individuals/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for the incarcerated/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the incarcerated/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of the incarcerated disabilities to determine the reasonableness of requested accommodations and modifications.

**Equally Effective Communication:** The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify the incarcerated/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with the incarcerated/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the incarcerated/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the incarcerated/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an incarcerated individual/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

**DECS:** The Disability Effective Communication System (DECS) contains information about incarcerated individuals/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

**Housing restrictions:** All incarcerated individuals/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that incarcerated individuals/patients are housed appropriately.

**Prescribed Health Care Appliances (including dental appliances):** Staff (health or security) shall not deny or deprive prescribed health care appliances to any incarcerated individuals/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that incarcerated individuals/patient, or (b) documented safety or security concerns regarding that incarcerated individuals/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the incarcerated individuals/patient's needs.

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
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