

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 076-220-9288-XXX				
UNIT NAME AND CITY LOCATED MHSDS / CMF - VACAVILLE		CLASSIFICATION TITLE Senior Psychologist, CF (Supervisor)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	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				

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under supervision of the Chief Psychologist, this position oversees the mental health treatment for inmates in the Mental Health Services Delivery System (MHSDS). The primary responsibilities of a Senior Psychologist (Supervisor) are to provide direction and leadership to interdisciplinary treatment teams including implementing local policies and procedures, overseeing client tracking system, assigning case manager responsibilities, and coordinating system-monitoring functions. The Senior Psychologist supervises and coordinates training for MHSDS staff and consults with both clinical and custody staff. She/he may participate in staff meetings and institutional committees, evaluate inmates, provide crisis intervention, provide individual and group psychotherapy, and facilitate interdisciplinary team evaluations, treatment planning, and aftercare planning. The Senior Psychologist 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. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

TYPICAL TASKS:

In a correctional setting, plans, organizes, and coordinates a special program of direct or indirect services with medical and other clinical consultations as necessary. Carries project responsibilities; coordinates work of a multidisciplinary treatment staff for whom incumbent has program responsibility at a ward level; trains treatment staff in patient programs. Consults with medical, social work, rehabilitation, education, nursing, custody, and other personnel regarding program planning and evaluation and the development of direct and indirect services; conducts and participates in staff meeting; interprets the objectives and procedures of the program to other health facility personnel, members of the public, and other agencies and organizations. Participates in selection or exit interviews for personnel; prepares progress, and other statistical and narrative

<p>25%</p> <p>20%</p> <p>20%</p> <p>15%</p> <p>15%</p> <p>5%</p>	<p>reports. Participates in training programs for Clinical Psychology Interns, Psychiatric Technicians, Psychiatric Residents, other student staff and volunteers, and may develop seminars in psychology. Maintains familiarity with professional development and research; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates for contraband, such as weapons or illegal drugs.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Provides direction and leadership in system implementation including policies and procedures, client tracking system and case management assignments.</p> <p>Facilitates Interdisciplinary Treatment Team conferences for the purposes of establishing diagnoses and developing appropriate treatment plans.</p> <p>Coordinates system monitoring functions such as program evaluation and quality assessment and improvement, and occasional research studies. Attend management meetings regarding program development, problem resolution and quality management function.</p> <p>Provides supervision and coordinates training of MHSDS staff.</p> <p>Provides assessments and crisis intervention to inmates within the program as needed.</p> <p>Consultation with clinical and custody staff regarding patient care, including Institution Classification Committee and Unit Classification Committee. Consultation with management regarding conditions that exacerbate or alleviate symptoms of mental disorders in the institution.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i></p> <p>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></p> <p>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</p>

employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS

OTHER DOMAINS

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

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

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

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.

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

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