

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED HEALTH CARE SERVICES		CLASSIFICATION TITLE Psychologist-Clinical, CF				
		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 Mental Health Program				
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 the general supervision of the Senior Psychologist, Supervisor, and guided by the policies set by the Mental Health Program Manager, the Psychologist-Clinical is assigned responsibilities as a primary clinician. Through involvement with the Interdisciplinary Treatment Team, the Psychologist provides assessment and diagnostic workups, treatment planning, individual and/or group psychotherapy, psychological and neuropsychological evaluations and testing, intakes, case management and discharge duties for those inmates assigned or referred for such services. The Psychologist also provides consultation and crisis intervention services on an as needed basis. Carry out difficult assignments in clinical psychology which involve the assessment and treatment of inmates, program development and evaluation, clinical research, professional training and consultation.						
% 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>					
ESSENTIAL FUNCTIONS						
40%	Responsible for clinical psychological work with the inmates of the California Men's Colony. Applies psychological knowledge and techniques to the problems of mentally ill inmates. Conducts various forms of group therapy; performs individual psychotherapy and behavior therapy when indicated; administers scores and interprets psychological tests; consults with medical personnel regarding psychiatric patients; assists psychiatrist in the preparation of clinical programs and the design and implementation of research activities; performs teaching functions; organizes training for other medical staff. Other duties as required, including Unit Classification Committee (UCC), Institution Classification Committee (ICC), and participating in audits and Quality Improvement teams (QITs).					
30%	Performs psychological evaluations, including diagnosis and treatment. Records general progress of psychiatric patients and instruct nurses. Attends and participates in staff conferences for the discussion of the mental condition of inmates and their recommended therapy.					

20%	<p>Prepares reports and evaluations of patients. Makes recommendations on admissions, transfers, discharge and therapeutic activities regarding patient status; evaluate and report on current and new programs; participates in treatment teams. Serve as consultant within the facility; may work with community groups to develop supportive resources and conduct mental health education. Compile and analyze mental health statistics.</p>
10%	<p>Other duties as required/, including Unit Classification Committee (UCC), Institution Classification Committee (ICC), and participating in audits and Quality Improvement Teams (QITs). Individual professional development, including participation in professional training, conferences, and Medical Staff meetings.</p> <p>The following is a definition of on-the-job time spent in physical activities:</p> <p>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</p> <p><u>Standing:</u> Constantly – stands for periods of time to file/refile, at the copy machine, and other office machines. <u>Walking:</u> Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. <u>Sitting:</u> Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. <u>Lifting:</u> Constantly–lifts files weighing a few ounces and rarely files weighing up to 50 lbs. <u>Carrying:</u> Constantly – this activity can be considered to require the same physical demands as lifting. <u>Stooping/Bending/Kneeling/Crouching:</u> Constantly– stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets. <u>Reaching in Front of Body:</u> Constantly–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. <u>Reaching Overhead:</u> Frequently – reaches overhead to retrieve objects from the top shelf of the file cabinet. <u>Climbing:</u> Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities. <u>Balancing:</u> Frequently – balances when using the step stool, stairs or lifts. <u>Pushing/Pulling:</u> Constantly – has to push/pull to open file drawers, desk drawers, carts and racks. <u>Fine Finger Dexterity:</u> 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. <u>Hand/Wrist Movement:</u> Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing. <u>Crawling:</u> N/A <u>Driving:</u> Occasionally <u>Sight/Hearing/Speech/Writing Ability:</u> 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.</p> <p>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.</p> <p>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.</p>

KNOWLEDGE AND ABILITIES

Knowledge of: Psychological theories and research; principles, techniques, and problems in developing and coordinating a clinical 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; characteristics and social aspects of mental disorders and retardation; 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: Plan, organize, and work in a specialized clinical psychological treatment program involving members of other treatment discipline; provide professional consultation and program leadership; 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 disorders, to the conduct of research, and to the development and direction of a psychological program; plan, organize, and conduct research, data analysis, and program evaluation; conduct assessment and psychological treatment procedures; secure the cooperation of professional and lay groups; analyze situations accurately and take effective action; and communicate effectively.

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 patients.

Assignments may include sole responsibility for the supervision of patients 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.

	<ul style="list-style-type: none"> 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. 	
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		
<p>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.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE