

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health Services		CLASSIFICATION TITLE Senior Psychologist, CF (Specialist)				
		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.						
<b>PRIMARY DOMAIN:</b>						
Under the general direction of the Chief of Mental Health or Chief Psychologist, the Senior Psychologist, CF (Specialist), is responsible for the evaluation, diagnosis and treatment of inmates in the Mental Health Services Delivery System (MHSDS) and Developmental Disabilities Program (DDP). The Senior Psychologist Specialist will assist in gathering and analyzing data regarding performance measures for the DDP Program and MHSDS as assigned. The Senior Psychologist Specialist position requires moderate travel to other institutions, assisting with evaluation and review of the Mental Health programs at these other institutions.						
% 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>30%</b>	Participates in evaluation of DDP inmates, performing CASE evaluations and record reviews. Completes audits of the DDP program requirements and MHSDS program requirements as assigned. Reviews and analyzes data related to performance measures for the MH Department. Writes reports describing and explaining performance deficiencies and makes recommendations for corrective action. Completes audits on various Mental Health Delivery System Program Guide requirements as well as assessment and treatment related quality measures. Assists the individual departments (Psychology, Social Work and Psychiatry) in developing and maintaining ongoing peer review activities.					
<b>30%</b>	Participates in quality improvement programs, including chart reviews, staff training, utilization review, and other department meetings as required. Travels to conduct audits and reviews of institutions mental health programs in the Central Region and if needed in the Northern and Southern Region as requested by headquarters. Develops and conducts staff trainings related to quality improvement and program requirements as needed.					

<p><b>20%</b></p> <p><b>15%</b></p> <p><b>5%</b></p>	<p>Participate in Interdisciplinary Treatment Team planning sessions and case reviews. Participates on the Suicide Prevention Committee and maintains close communication with the Suicide Prevention Coordinator. May also serve as a Suicide Prevention Coordinator. In this capacity, the Senior Psychologist (Specialist) is responsible for maintaining suicide activity statistics, monitoring compliance of suicide follow-up requirements, coordinating and conducting institutional psychological autopsies, and conducting monthly suicide prevention meetings. Attend Mental Health Treatment meetings. Conduct clinical intervention when required per Use of Force Policy. Complete documentation of clinical intervention.</p> <p>Responds to emergencies and provides emergency psychological evaluation and treatment. Attends continuing medical education and a minimum of 40 hours of In-Service Training annually.</p> <p>Other duties as required and/or assigned.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> 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; and community organization and allied professional services.</p> <p><i>Ability to:</i> 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.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>OTHER DOMAINS</b></p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</li> </ul>

<p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>		
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p><b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p><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.</b></p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE