

DUTY STATEMENT

	RPA/647#	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California State Prison - Sacramento	POSITION NUMBER (Agency - Unit - Class - Serial) 284-220-9288	
UNIT NAME AND CITY LOCATED California Correctional Health Care Services	CLASS TITLE SENIOR PSYCHOLOGIST SUPERVISOR	
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO	
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 general direction of the Chief Psychologist, the Senior Psychologist will assume overall administrative responsibilities for programs within the Mental Health Services Delivery System (MHSDS). As the Program Director: provides evaluations, diagnoses, and treatment for inmates; is responsible for initial acceptance of inmates from other levels of care; participates in intake assessments, including treatment planning; facilitates the Interdisciplinary Treatment Team; administers psychological tests and conducts research as needed.

% 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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60%	ESSENTIAL DUTIES Performs administrative and supervisory responsibilities as Program Director for MHSDS programs. Hires, trains, and evaluates subordinate staff; maintains program compliance statistics, and serves as liaison with custody staff. Participates in program development and implementation.
20%	Facilitates and participates on Interdisciplinary Treatment Teams and Case Management Teams.
10%	Participates in overall program development and management; including, quality improvement, utilization review and staff training; and interfaces with other levels of mental health services.
5%	Processes appeals and may provide individual and /or group psychotherapy.
5%	Attends 40 hours of In-Service-Training annually and participates in professional training as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

SUPERVISORY RESPONSIBILITIES: Responsible for the basic supervision of the Psychologists-Clinical, psychiatric Social Workers, and Recreational Therapists in a variety of mental health programs. May be responsible for administrative supervision of psychiatrists.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria Section 2914 of the Medical Board of California's Business and Professions Code.

Individuals who do not qualify for licensure by the California Board of Psychology may be appointed but must secure a valid license within two years of appointment; however an individual shall be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code or Section 5600.2(f) of Welfare and Institutions Code, whichever is applicable. **And** Either one year of experience in the California state service performing the duties of a Psychologist (Clinical Correctional Facility) or Staff Psychologist (any specialty); **or** two years of post doctoral, post-internship experience in the practice of psychology involving assessment and treatment and either training, research, consultation or program planning in mental health services.

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance.

MATHEMATICAL SKILLS: Ability to add, subtract and understand test reliability and validity and fundamental statistics.

REASONING ABILITY: Ability to 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 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.

OTHER QUALIFICATIONS: Knowledge of 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, motivations, 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; and, community organization and allied professional services.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

OTHER SKILLS AND ABILITIES: Ability to set goals and work independently and without immediate supervision, as well as to work effectively with a team. Ability to work with inmates who have serious mental illness and may or may not be medicated.

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; patients; alertness; tact; keenness of observation and demonstrated leadership ability.

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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by 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.

The following is a definition of the 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 workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - for several minutes while talking to someone, waiting at a gate or door, or obtaining supplies from office shelves.

Walking: Occasionally - throughout the institution, to meeting rooms and dayrooms.

Sitting: Frequently to Constantly - during meetings, while conducting assessments and evaluations, and completing paperwork. Usually sitting one half or more of the workday.

Lifting: Occasionally - lifting of items weighing under a couple of pounds such as files and writing pens.

Carrying: Occasionally - items weighing less than a couple of pounds are carried throughout the office.

Bending/Stooping: Occasionally - may bend or chose an alternative position to retrieve items from lower shelves or drawers.

Reaching in Front of Body: Frequently -writing photocopying, obtaining supplies, reviewing files, opening doors, and talking on the telephone.

Reaching Overhead: Occasionally - reaching upper cabinets and supplies on upper shelves.

Climbing: Occasionally - climbs stairs to the second tier of cells occasionally on emergency calls and climbs stairs to some meetings, weekly.

Balancing: Occasionally - while climbing stairs.

Pushing/Pulling: Occasionally - opening and closing drawers and doors.

Kneeling/Crawling: N/A

Crouching: Occasionally - reaching items on lower shelves or in lower cabinets.

Fine Finger Dexterity: Occasionally to Frequently -writing notes in medical charts, initial evaluations, assessments, filling out forms requiring check-offs, brief lists, and brief narratives and while turning pages of medical files.

Hand/Wrist Movement: Frequently - handling, charting and documenting medical files, handwriting as noted above and handling office supplies.

Hearing/Speech/Sight: Constantly -required for supervision of inmates, safety awareness, communication, training, and overall performance of assigned duties.

Driving Cars/Trucks/Forklift Other Moving Equipment: Occasionally - electric carts may be driven in an emergency.

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

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

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

Fumes or Dust: Occasionally - may be exposed to cigarette smoke.

Temperatures Extremes: Occasionally - exposed to some outdoor weather conditions when traveling between facilities, to and from work, and to meetings.

Architectural Barriers: N/A

Working Surfaces: concrete, linoleum, turf, asphalt, dirt.

Risk of Electrical Shock: N/A

Toxic or Caustic Chemicals: N/A

Noise and Vibration: N/A

Works in High, Precarious Places: N/A

Blood-borne Pathogens: Occasionally - uses proper infection control procedures to limit exposure to blood and other body fluids in a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Usual office equipment, personal computer, telephone, beeper, telephone, fax machine, cellular phone, whistle, personal alarm, and protective vest.

GENERAL POST ORDER ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR 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 inmates/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 inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

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

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/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 inmates/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 inmates/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 inmate/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 inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/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 inmates/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 inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/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 inmate/patient's needs.

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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