

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 076-220-9287-XXX				
UNIT NAME AND CITY LOCATED		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 MHSDS				
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 supervision of the Chief Psychologist, this position oversees specific mental health treatment for inmates 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 inmates. 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. <i>(Use addition sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS**

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| <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 inmates 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.
	<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; 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> <p>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 the incarcerated and/or the protection of personal and real property.</p> <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</li> </ul>

	<p>understanding manner.</p> <ul style="list-style-type: none"> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> <li>• 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.</li> </ul>	
<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>		
<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