

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health		CLASSIFICATION TITLE Senior Psychologist, Correctional Facility (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				
<p>California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p> <p>Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.</p>						
PRIMARY DOMAIN:						
<p>Under the general direction of the Chief of Mental Health, Division of Health Care Services Mental Health Program, California Department of Corrections and Rehabilitation (CDCR), the DSH Coordinator is designated and supervised by the Chief of Mental Health/designee at each CDCR institution. The Department of State Hospital (DSH) Coordinator works collaboratively with his/her assigned institutional staff, other CDCR institutions, Headquarters staff and DSH facilities to ensure that I/Ps are transitioned to and from CDCR and DSH facilities. The DSH Coordinator is an institutional expert in the referral of incarcerated patients to a higher level of care and other related responsibilities.</p> <p>Travel is not required with this position</p>						
% 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>					
ESENTIAL FUNCTIONS						

<p>45%</p> <p>30%</p> <p>20%</p> <p>5%</p>	<p>The incumbent assists the Chief of Mental Health at their assigned institution with providing coordination and oversight of all DSH-related activities through consultation, assessment, compilation of referral data; and demonstrates the ability to summarize case information for use in the transfer of I/Ps to a higher level of mental health care. This process will include, but is not limited to, the following tasks: Attendance at Enhanced Outpatient Program and Administrative Segregation Unit Interdisciplinary Treatment Team (IDTT) appointments; consulting with medical, psychiatry, psychology, social work, rehabilitation, education, nursing, custody, and other personnel regarding I/P treatment planning for the purpose of establishing an appropriate level of care and informed by diagnostic evaluation, individualized interventions, and dispositional release; develop, monitor, and modify treatment plans in collaboration with the IDTT; identify and recommend appropriate services based on assessment and, where applicable, civil or penal code commitment; evaluation, and recommendation for alternate level of care placement.</p> <p>Quality Assurance and Program Performance: Coordinate with I/P discharge planning activities and consult with colleagues and other staff on behavior management treatment issues; prepare verbal and written reports/logs as required by law and policy, which can be used in all legal jurisdictions; participate in professional meetings, committees, training, and conferences; conduct research and Quality Management (QM) activities; review electronic Unit Health Records; coordinate I/P discharge planning activities; and consult with colleagues and other staff on behavior management treatment issues.</p> <p>Facilitate and coordinate all I/P referrals and transfers between DSH and CDCR facilities; generate reports for referred and non-referred I/Ps; track all I/Ps referred for specialized treatment, such as a Clozapine trial. Assist the Chief of Mental Health by providing information and education to clinical/non-clinical staff on procedures, and policies related to sustainable process in consideration for I/P referral to higher level of care, ensuring standardization and compliance with laws, rules, regulations, Mental Health Service Delivery System program guidelines, Developmental Disability Program guidelines, American Psychological Association ethical guidelines, and the Departmental Operations Manual.</p> <p>Based on operational need, performs other duties as required</p>
	<p>KNOWLEDGE AND ABILITIES</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;; 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>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • 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.

<p>SPECIAL PHYSICAL CHARACTERISTICS</p> <ul style="list-style-type: none"> 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 incarcerated persons. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> 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. 		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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></p>		
<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>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>