

**DEVELOPMENTAL SERVICES**  
**PORTERVILLE DEVELOPMENTAL CENTER**

**JOB TITLE:** Senior Psychologist (Supervisor) Class Code 9761  
*Exceptional Allocation Correctional and Rehabilitative Services (Safety)*

**CIVIL SERVICE CLASSIFICATION:** Senior Psychologist (Supervisor)

**GENERAL DESCRIPTION:** Under general direction in State Developmental Center (DC) is responsible for the overall supervision of psychiatrists to assure that all clients are receiving psychiatry services in an efficient and timely manner. As the supervisor of psychiatry services, plans, directs and coordinates the various psychiatry related activities consistent with the mission of Porterville Developmental Center (PDC). Is responsible to maintain order and services to clients, to protect and maintain the safety of persons and property and to do other related work. This position provides services to clients with intellectual disabilities residing in a secure treatment facility. Serves as Department wide expert and psychiatry consultant and perform duties as an expert liaison to the Executive Committee, the facility Programs, the Courts and Regional Centers.

**SUPERVISION RECEIVED:** Reports to the Medical Director

**SUPERVISION EXERCISED:** Senior Psychologist (Supervisor) is under assigned under the direction of the Medical Director directly supervises all staff assigned to provide psychiatry services.

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

**TYPICAL WORKING CONDITIONS:** 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 clients. Regular interaction with clients and staff in monitoring provision of direct services, and other conditions common to on and off residence training environments. Exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment. Position requires prolonged sitting and use of computer terminal.

This position is designated as Work Week Group (WWG) E. WWG E/SE employees are expected to work as many hours as necessary to complete the work assigned. WWG E/SE employee work schedules may fluctuate at times depending on the nature and amount of work to be performed. In the absence of work requiring irregular or fluctuating hours of work, WWG E/SE employees are expected to maintain a consistent work schedule as directed by the ASD.

**SPECIAL CHARACTERISTICS:** Empathetic understanding of clients of a Developmental Center, emotional stability; patience; scientific and professional integrity; alertness; tact; and demonstrated leadership ability; and keenness of observation.

**ESSENTIAL DUTIES: (70%)**

**Administration**

- Participation in facility-wide policy formulation and planning. Routine review and revision of policies.

- Participate in statewide task groups and other relevant work groups in relation to provision of services within the guidelines for best psychiatry practices.
- Collaboration with other stakeholders, agencies, and departments.
- Responsible for the clinical and administrative direction, supervision, and evaluation of assigned personnel
- Assure conformance with standards of practice
- Develop quality assurance evaluations and monitoring systems for the psychiatry services
- Ensures services are delivered as needed within the area of psychiatry services.
- Contributes the facility's Strategic Planning including establishing goals and objectives.
- Attend committee meetings and other meetings as assigned
- Serves as a recognized as a source of executive guidance when and where needed.

### **Consultation**

- Secures and reviews data on heredity, congenital, and environmental factors pertaining to individuals Reviews medical examination findings for evidence of organic disturbances related to behavior disorders; applies findings of psychiatric examination; determines organic conditions related to behavior disorders and prescribes psychiatric treatment
- Gives or directs the giving of psychotherapy and other treatment for preventing and correcting behavior and physical disorders.
- Oversee facility psychiatric resources, forensic assessments, and behavioral management interventions/restrictive interventions. Develop expectation guidelines and evaluate for evolving facility needs.
- Assessment of individuals who are referred to the facility for appropriateness of placement and services
- Assists in the development of new treatment plans
- Review of programs that are restrictive in nature
- Provide consultation in sensitive or high-profile cases. May travel to other facilities to conduct face-to-face evaluations of clients referred to PDC.
- Provide consultation to the Office of Legal Affairs and Executive Committee regarding forensic matters.
- Provide specialized training to improve psychiatry competencies as warranted.
- Investigates psychiatric disorders
- Examines, diagnoses, classifies, and prescribes psychiatric treatment and rehabilitation programs for adult offenders in a secure treatment facility.
- Supervises and participates in the diagnosis, care and treatment of clients in a secured treatment facility.
- Secures and reviews data on heredity, congenital and environmental factors pertaining to clients
- Applies findings of psychiatric examination.
- Directs and participates in staff conferences and clinics for the discussion of psychiatric problems of clients and their care and treatment.
- Recommends transfer or discharge of clients and recommends arrangements for follow-up.
- Responsibility for the supervision of clients and/or the protection of personal and real property.
- Prevents escapes and injury by Clients to themselves, others or to property
- Maintains security of working areas and work materials
- Inspects premises and searches inmates for contraband, such as weapons or illegal drugs.
- directs and participates in staff development for the discussion of psychiatric problems of individuals and their care and treatment

**Supervision of Psychiatric Personnel**

- Participate in qualification appraisal and hiring panels.
- Evaluation, recruitment and selection of new personnel.
- Provide clinical leadership and ongoing mentoring/training to Psychiatric personnel.
- Develop expectation guidelines and ensure adequate training for personnel to perform duties consistent with duty statements in accordance with the facility policies, mission & values, and any established educational or licensing requirements.
- Monitor and evaluate the performance of each employee's assigned duties to ensure employee's performance of duties is consistent with their duty statements and standards of practice.
- Effectively contribute to the Department's affirmative action objectives
- Takes or recommends appropriate action with respect to the work performance of the department

**TYPICAL TASKS (30%)**

- Organize and work in a specialized psychiatric treatment program involving members of other treatment disciplines
- 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 psychiatric disorders
- Plan, organize and conduct research, data analysis and program evaluation
- Conduct assessment and psychiatry treatment procedures
- Secure the cooperation of professional and lay groups
- Analyze situations accurately and take effective action
- Communicate effectively
- Plan, organize and direct the work of others
- Conducts psychiatry theories and research
- Applies principle and techniques in developing and coordinating specialized psychiatry treatment programs
- Conducts research methodology and program evaluation
- Prepares reports
- Investigates behavior problems or mental disorders.
- Examines, diagnoses, classifies, prescribes treatment, and rehabilitation programs and directs the staff engaged in this work.
- Prevents escapes and injury by persons to themselves, others, or to property
- Maintains security of working areas and work materials
- Inspects premises and searches of individuals for contraband, such as weapons or illegal drugs.
- Other Duties as Assigned by the Medical Director/Designee

Date: \_\_\_\_\_

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Senior Psychiatrist (Supervisor)

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Medical Director

