

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-9287-046				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Region IV, Rancho Cucamonga		CLASSIFICATION TITLE Senior Psychologist, CF (Specialist)				
		WORKING TITLE				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID R19	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 10750 Fourth Street, Rancho Cucamonga, CA 91730				
INCUMBENT (If known)		EFFECTIVE DATE				

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.

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.

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.

PRIMARY DOMAIN:

Under the general direction of the Regional Mental Health Administrator, Statewide Mental Health Program, the Senior Psychologist, Correctional Facility (CF) (Specialist) is responsible for providing direct assistance to institutions to include: identification and removal of obstacles to providing mental health services; identification and monitoring of corrective action plans; mentoring of staff; participation in Quality Management processes; facilitation of and training on best practices; and involvement in monitoring duties associated with the Continuous Quality Improvement process. **Travel of up to 50% is required with this position.**

% 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. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS**40%**

Assists the Regional Mental Health Administrator in ongoing monitoring of the institutional quality improvement process; including the use of the electronic Continuous Quality Improvement Tool (CQIT) in reviews of facilities across all mental health programs. Reviews performance reports and patient charts before and after the site visits. Conducts audits of all mental health programs at each facility including treatment space, Interdisciplinary Treatment Team (IDTT) process, status and implementation of local operating procedures, staff and patient interviews, group observations, as well as review and observations of training. Attends site review tours to include routine touring of respective institutions; interviews regarding treatment and satisfaction. Attends the IDTT meetings, group therapy sessions and mental health Quality Management meetings. Generates regular written

<p>40%</p> <p>15%</p> <p>5%</p>	<p>reports on activities, issues, and progress in the institutions. Monitors the Sustainable Self-Monitoring process, including quarterly on-site reviews of all respective institutions' Enhanced Outpatient Programs (EOP) to specifically monitor and audit referral processes to the Department of State Hospitals (DSH) higher levels of care. Attends all EOP and Administrative Segregation Unit (ASU) Interdisciplinary Treatment Team (IDTT) appointments; assesses patients; consults with ancillary staff (i.e. custodial and nursing) regarding mental health treatment and sub-optimally functioning patients. Interviews patients identified through this process to review level of care decisions and review Electronic Unit Health Records (EHRS) as necessary. Submits standardized report summaries at the completion of each monitoring visit and determines if a Corrective Action Plan is required.</p> <p>Consults and assists in ongoing program improvements at institutions to include involvement in all self-monitoring and external monitoring findings and subsequent Corrective Action Plans. Prepares quality management data for presentation at the statewide quality management meetings and is in attendance. Monitors all program metrics; reviewing the Electronic Health Records (EHRS); touring institutions; interviewing patients and consulting with ancillary staff regarding mental health treatment in the gathering of information.</p> <p>Assists the Regional Mental Health Administrator by providing educational and training seminars on clinical topics; oversight of training needs, as determined through auditing processes, for custodial and other non-mental health care staff on mental health issues. Ensures standardization and compliance with laws, rules, regulations, Mental Health Service Delivery System (MHSDS) program guidelines, Developmental Disability Program (DDP) guidelines, American Psychological Association (APA) ethical guidelines, and the Departmental Operations Manual (DOM) using knowledge of laws, rules, regulations, MHSDS program guidelines, DDP program guidelines, APA ethical guidelines, and the DOM. Provides direct care services to patients under difficult or emergency situations at the facilities as needed and directed.</p> <p>Performs other related 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, 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>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 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.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>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; patience; alertness; tact; and keenness of observation.</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 HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</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>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE