

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 936-220-8103-XXX
UNIT NAME AND CITY LOCATED Salinas Valley – Psychiatric Inpatient Program	CLASS TITLE Program Director (Mental Disabilities-Safety)
PROPOSED INCUMBENT (If known) N/A	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)
POST DESCRIPTION	SPECIFIC LOCATION ASSIGNED TO CHIEF OF SOCIAL WORK
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	REGULAR DAYS OFF
POST NUMBER	EQUIPMENT (Key Ring #, Personal Alarm, etc.)

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 the general direction of the Clinical Administrator, the Program Director is the clinical director and shall have overall responsibility for the management for the psychiatrist/psychologist service for the Salinas Valley – Psychiatric Inpatient Program. The Program Director will provide general direction to professional and nonprofessional staff and be responsible for the quality of clinical services performed. The Program Director, in consultation with other mental health professionals, shall develop, implement, review, and maintain policies and procedures for the psychiatrist/psychologist and mental health treatment program at SV-PIP.

% 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)

ESSENTIAL FUNCTIONS

35%	Plans, coordinates, implements and evaluates program goals, objectives, activities and results. Establishes program policies and procedures within SV-PIP departmental policy and structure, to achieve program objectives. Establishes and oversees the program quality improvement effort and takes action based on identified problems and proposed solutions. Performs problem-solving and troubleshooting of program activities to assure effective treatment and achieve program goals. Allocates resources among staff and units within the program. Determines staffing requirements and ratios. Administers budgets allocated to the program. Promotes effective interdisciplinary treatment teamwork, conducts meetings, develops effective lines of communication and promotes staff morale.
30%	Reviews and approves overall treatment plans and evaluates patient progress. Assures that treatment activities conform to applicable statutes, regulations, policies and relevant government agencies. Visits treatment units on a regular and frequent basis to observe and assess treatment activities and provide level of care staff with easy access to communication with management. Serves as a member of various committees to ensure that program needs and objectives are identified, formulated, determined, and implemented. Develops and implements quality assurance programs. Serves as Administrative Officer of the Day (AOD) on a rotational basis on weekends, evenings, and holidays.

30%	<p>Recruits, selects, and assigns program personnel to meet the needs of the Program in consultation with discipline program consultants. Coordinates and/or provides ongoing staff training for program staff to enhance their skills and competencies as well as increase their capacities for upward mobility. Maintains and promotes positive professional working relationships with all staff levels within the program, and in all other programs/departments/ service areas throughout the facility. Assures that all program operations conform to bargaining unit contracts and equal employment opportunity guidelines. Interfaces with and promotes effective working relationships with the Headquarters staff, other state agencies, legislative representatives and with other interested groups providing services to patients. Reviews performance of all program staff and recommends appropriate actions as necessary, which may include commendations, adverse actions, or other administrative responses. The Program Director ensures that program management and supervisory staff develop performance goals and objectives that aid the program in providing quality treatment that aligns with SV-PIP stated mission, goals and objectives.</p>
5%	<p>Other related duties are required.</p>
	<p>SUPERVISION RECEIVED The Program Director is under the direct supervision of the Clinical Administrator.</p>
	<p>SUPERVISION EXERCISED The Program Director has overall supervisory responsibility for all program staff and directly supervises the Program Assistants and support staff, and administratively supervises the professional level of care employees assigned to their respective program.</p>
	<p>KNOWLEDGE AND ABILITIES</p>
	<p>KNOWLEDGE OF: Principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of inmate patients with developmental or mental disabilities; the care and treatment of inmate patients with developmental or mental disabilities; principles for maximizing physical, cognitive, and social development of inmate patients; specific expertise related to program content; principles, procedures, and techniques used in planning, evaluating and administering multidisciplinary inmate patient treatment program; principles and practices of personnel management and effective supervision; State and Federal laws and rules pertaining to developmental center or mental hospital administration; principles and practices of community organization for developmental or mental disabilities; developmental center/hospital organization management, and procedures; a manager's role in equal employment opportunities.</p>
	<p>ABILITY TO: Plan, direct and coordinate a program that provides care and treatment and maximizes the progress of inmate patients; direct research and evaluation projects; analyze complex problems and take appropriate action; formulate and manage a multidisciplinary inmate patient treatment program; integrate the program with the overall functions of the developmental center/hospital; communicate effectively; work independently in identifying the need for and developing proposed change program practices and procedures.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
<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