DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 435-220-9859-XXX				
UNIT NAME AND CITY LOCATED Mental Health Services – PVSP, Coalinga	CLASSIFICATION TITLE Chief Psychologist				
	WORKING TITLE				
	COI Yes ☐ No ☐	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				

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 direction of the Chief Medical Officer, the Chief Psychologist assumes administrative responsibilities over the Mental Health Department. The Chief Psychologist provides supervision to line staff and first line supervisors. The Chief Psychologist is responsible for the development of treatment modalities as well as overall quality assurance of mental health services.

% 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
25%	Responsible for the mental health program development and management. This will include overall functioning of treatment teams, group and individual therapy, forensic report writing, and treatment and discharge planning.
20%	Responsible for the overall supervision of mental health staff, to include performance reports for supervisory staff. Will provide assistance with recruitment and hiring of mental health staff.
20%	Coordinate all training with the In-Service Training Department. Ensure all mental health and institution staff is provided training as required.

15%	Provide patient evaluation and consultation in difficult cases.
10%	Responsible for coordination of quality assessment and improvement within the Mental Health Department. Prepare reports as needed.
5%	Direct and participate in Medical staff meetings. Serve on Medical staff committees. Maintain continuing education and a current license.
5%	Responsible for meeting yearly In-Service Training requirements. Assist others when required. Perform other duties as needed.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Psychological theories and research; principles, techniques and problems in developing and coordinating a specialized psychological treatment program; 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 disorders and retardation; 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; community organization and allied professional services; State and Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; principles and techniques of effective supervision. *Ability to:* Plan, organize, and work in a specialized psychological 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 mental disorders to the conduct of research, and to the development and direction of a psychological program; plan, organize and conduct research, data analysis and program evaluation; conduct assessment and psychological 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; effectively contribute to the Department's affirmative action objectives. **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • 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. **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. • Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

	SPECIAL PERSONAL CHARACTERISTICS • 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.

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***		
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE