

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Mental Health Program		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 general direction of the Chief Executive Officer, the Chief Psychologist, Correctional Facility (CF) will be responsible for the implementation of the Department's Mental Health Programs in the institution by providing oversight to the onsite clinical operations. Some travel required.						
% 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					
30%	Supervises the Enhanced Outpatient Program (EOP), Correctional Clinical Case Management System (CCCMS), Mental Health Crisis Bed (MHCB) programs as well as the Developmental Disabilities Program (DDP), and consults with clinicians, psychiatrists, custody and administrative personnel to assist in diagnostic problems, behavioral management, and determining the level of care issues; assures that new arrival patients are evaluated by staff clinicians in accordance with policy and procedure; directs the delivery of psychological services throughout the institution; reviews and makes recommendations regarding research proposals.					
30%	Manages all personnel matters ensuring that allocated staff resources are used effectively and efficiently. Participates in recruiting, interviewing, and hiring of mental health staff. In coordination with the Chief of Mental Health and the Chief Executive Officer, provides management and					

	oversight of personnel issues, corrective actions, and disciplinary matters. Completes staff performance evaluations; assures clinical staff members and other institutional staff receive appropriate mental health training, and provides direct supervision of the Psychology Internship Program.
20%	Coordinates the standardized implementation and maintenance of regulations, court orders, mental health policies, procedures, and guidelines. Works collaboratively with other institutional department heads in the delivery of a comprehensive and integrated Mental Health Program. Coordinates program interface with other departments by maintaining close communication and attending meetings such as the executive staff meetings, Chiefs meetings and other cross department meetings as required.
10%	Participates in the quality management program regarding processes, assistance, and interventions to improve institution compliance with MHSDS policies and procedures. Reviews program services in reference to quality assurance; monitors clinical programs to assure compliance with institutional and department policies and procedures; plans and implements new programs, prepares reports; and chairs committees.
10%	Communicates with the Chief of Mental Health, the Chief Executive Officer, and DHCS/headquarters as required with regard to program activation, policy implementation, compliance matters, and other special requests for information. Attends regional and statewide meetings, in-service trainings, clinics and seminars as appropriate, traveling as necessary. Performs specials projects and other duties as assigned.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Psychological theories and research; principles, techniques, and problems in developing and coordinating a clinical 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; 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. <i>Ability to:</i> Plan, organize, and work in a specialized clinical psychological treatment program involving members of other treatment discipline; 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 disorders, 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. 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 the incarcerated. Must be able to travel. Assignments may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property. 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. • 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>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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>		
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