

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services San Quintin Rehabilitation Center		POSITION NUMBER (Agency – Unit – Class – Serial) 095-220-9287-XXX				
UNIT NAME AND CITY LOCATED Mental Health Department		CLASSIFICATION TITLE Senior Psychologist, CF (Specialist) Neuropsychologist				
		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)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Senior Psychologist, CF, this position is assigned to the Mental Health Services Department. Duties include, but are not limited to the following:						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
60%	Neuropsychological Assessment and Diagnostic Formulation: assist treatment in the formulation of concise and relevant referral questions for neuropsychological evaluations. Provide neuropsychological assessment of patients by referral from treatment teams and clinicians. Neuropsychological evaluations include and are not limited to: chart reviews, patient interviews, administering/scoring/interpreting test results, and collateral interviews. Communicate evaluation results via written, and at times verbal reports. Provide feedback to patients and staff. Continue assessing neuropsychological instruments for stability and appropriateness for patient care, as new literature and research become available.					
15%	Neuropsychological Services Consultation: provide support and consultation to other staff regarding cognitive and neuropsychological assessment/screening/diagnostic procedures. Work with Supervisors and Chiefs to ensure appropriate measures are used to screen and evaluate referred patients. Consult with treatment team regarding interpretation and application of evaluation results. Present at team, department, and multidisciplinary meetings as needed.					
20%	Psychologists licensed for two or more years may clinically supervise pre and post-doctoral interns,					

5%	and other professionals to meet their licensure requirements. The neuropsychologist will provide advanced training in the selection, administration, and interpretation of neuropsychological assessment procedures, and other topics as needed for the training program. Participate as facilitator in continuing education activities and attend all regular meetings of the team and department. Complete data entry as required, and other duties as directed by Supervisors or Chiefs.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Psychological theories and research; principles techniques, and problems in developing and coordinating a specialized psychological and neuropsychological evaluation and treatment program; principles, techniques, and research of conducting clinical neuropsychological medical chart reviews and clinical neuropsychological patient interviews, developing and recommending clinical management interventions, diagnosing neuropsychological impairment; Principles, techniques, and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality learning, patient differences, adaptation and social interaction; methods for the assessment and modification of human behavior; 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. Neuropsychologist's knowledge should include such topic areas as: psychological assessment, neuropsychological assessment, basic neurosciences, functional neuroanatomy, neuropathology, psychopathology, and psychological and neuropsychological interventions. <i>Ability to:</i> Use psychological, neurological, cognitive, behavioral, and physiologic principles, techniques, and assessments to evaluate patients' neurocognitive, behavioral, and emotional strengths and weaknesses via conducting neuropsychological evaluations, clinical neuropsychological medical chart reviews and patient interviews. To identify and diagnose neuropsychological impairment, neurodevelopmental and neurocognitive disorders and develop, recommend, and implement clinical management interventions. Communicate neuropsychological evaluation results in writing and/or via verbal report. Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional neuropsychological consultation and program leadership; Provide professional consultation. DESIRABLE QUALIFICATIONS 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. • Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code. SPECIAL PHYSICAL CHARACTERISTICS • People 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. • Assignments may include sole responsibility for the supervision of incarcerated individuals 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. • 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. • Interpersonal Skills: the ability to interact with co-workers, patients and the public in a cooperative and professional manner.		
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