

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Senior Psychologist, Correctional Facility (Supervisor)				
		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 Chief of Mental Health, the Senior Psychologist, CF, Supervisor, performs difficult and responsible assignments relating to psychological assessment and treatment and services as a department wide expert and psychology consultant in a specific psychology discipline; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.						
% 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						
30%	Consults with medical, social work, rehabilitation, education, nursing, custody and other personnel regarding program planning and evaluation and the development of direct and indirect services; with medical and other clinical consultation as necessary, carries project responsibilities. Supervise Psychologists, Psychiatric Social Workers, Office Technicians, Office Assistants. Administratively supervise Psychiatrists.					
30%	Provides psychological evaluations of program admissions, including a written report with diagnosis and recommendations for treatment; attends team conferences; and participates in individualized treatment and discharge planning.					
10%	Interprets the objectives and procedures of the program to other health facility personnel; may perform operational and systems research studies of program effectiveness; develops and maintains working relationships with other facility units					

10%	Prepares progress reports on the project, participates in training programs for Clinical Psychology Interns, Psychiatric Technicians, Psychiatric Residents, other student staff and volunteers, and may develop seminars in psychology; shares oversight with nursing of Licensed Psychiatric Technician functions including rounds in Administrative Segregation and coordination of Licensed Psychiatric Technicians for group treatment
10%	Maintains familiarity with professional development and research; may write articles for presentation or publication.
5%	Prevents escapes and injury by these persons to themselves, others or to property, maintains security of working areas and work materials.
5%	Other duties as assigned
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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, motivations, 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; principles of personnel management and supervision; and, community organization and allied professional services. <i>Ability to:</i> plan, organize, and direct, or coordinate a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; supervise consultation and program leadership; supervise professional staff; teach and participate in professional training; recognize situations requiring the 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. DESIRABLE QUALIFICATIONS OTHER DOMAINS 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 Section 2914 of the Medical Board of California's Business and Professions Code. • Individuals who do not qualify for licensure by the California Board of Psychology may be appointed but must secure a valid license within two years of appointment; however an individual shall be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code or

Section 5600.2(f) of Welfare and Institutions Code, whichever is applicable.

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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

SUPERVISORY RESPONSIBILITIES: Responsible to maintain order and supervise the conduct of inmates and maintain the safety of persons and property; to prevent escapes of and injury by persons committed to the Department of Corrections to themselves or others or to property; to maintain security of working areas and work materials; to inspect premises.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance.

MATHEMATICAL SKILLS: Ability to add, subtract and understand test reliability and validity and fundamental statistics.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

Standing: Occasionally - for several minutes while talking to someone, waiting at a gate or door, or obtaining supplies from office shelves.

Walking: Occasionally - throughout the institution, to meeting rooms and dayrooms.
Sitting: Frequently to Constantly - during meetings, while conducting assessments and evaluations, and completing paperwork. Usually sitting one half or more of the workday.
Lifting: Occasionally - lifting of items weighing under a couple of pounds such as files and writing pens.
Carrying: Occasionally items weighing less than a couple of pounds are carried throughout the office.
Bending/Stooping: Occasionally may bend or choose an alternative position to retrieve items from lower shelves or drawers.
Reaching in Front of Body: Frequently writing photocopying, obtaining supplies, reviewing files, opening doors, and talking on the telephone.
Reaching Overhead: Occasionally - reaching upper cabinets and supplies on upper shelves.
Climbing: Occasionally climbs stairs to the second tier of cells occasionally on emergency calls and climbs stairs to some meetings, weekly.
Balancing: Occasionally - while climbing stairs.
Pushing/Pulling: Occasionally - opening and closing drawers and doors.
Crouching: Occasionally - reaching items on lower shelves or in lower cabinets.
Fine Finger Dexterity: Occasionally to Frequently -writing notes in medical charts, initial evaluations, assessments, filling out forms requiring checkoffs, brief lists, and brief narratives and while turning pages of medical files.
Hand/Wrist Movement: Frequently - handling, charting and documenting medical files, handwriting as noted above and handling office supplies.
Hearing/Speech/Sight: Constantly required for supervision of inmates, safety awareness, communication, training, and overall performance of assigned duties.
Driving Cars/Trucks/Forklift Other Moving Equipment: Occasionally electric carts may be driven in an emergency.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to COCR policies, procedures, and physical plant to facilitate effective access to COCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- Measures to ensure effective communication (see below);
 - Housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
 - Health Care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
 - Work rules that allow the inmate/patient to have a job consistent with his/her disabilities.
- Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the Armstrong Remedial Plan require COCR to ensure that communication with individuals with disabilities is equally effective as with others. • Staff must identify inmates/patients with disabilities prior to their appointments. • Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance. • Staff must give primary consideration to the preferred method of communication of the individual with a disability. • Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated. • Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes. DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication. Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately. Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.		
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