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 PSYCHIATRIST (SUPERVISOR)				
	WORKING TITLE MENTAL HEATLH SERVICES DELIVERY SYSTEM				
	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 Psychiatrist, the Senior Psychiatrist Supervisor is responsible for functional supervision of mental health program professions in the CCCMS, EOP, SNY/EOP and Mental Health Crisis Bed (MHCB).

% 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%	Supervise the development, implementation and coordination of clinical activities and standards for effective and efficient delivery of mental health services in a MHCB.
20%	Supervise the selection, hiring and performance of staff level Psychiatrists, Psychologists, and assist in the coordination of their activities with those of other professional and supportive staff in the Service Area.
20%	For a MHCB having less than six beds, the Senior Psychiatrist (Supervisor) shall provide direct clinical services to incarcerated individuals, including pre-admission screening of referred incarcerated individuals, admission and discharge, evaluation and crisis intervention treatment

	and medication prescription for MHCB incarcerated individuals. (If this duty requires more than 20% of the Senior Psychiatrist's time, other duties will decrease proportionally.)
10%	Supervise studies and audits of mental health services to identify deficiencies and recommend corrective actions to provide effective and efficient delivery of mental health care; supervise the development, implementation and management of corrective action plans to correct program deficiencies.
10%	Provide direction to and ensure performance accountability of MHCB psychiatric/psychological staff efforts to comply with Correctional Treatment Center licensing requirements.
5%	Supervise preparation of or actually prepare reports for the Mentally Disordered Incarcerated Person (PC 2960-2981) [except 2974] program.
5%	Participate in automated data management and other health care records systems.
5%	Attend in and out service training and perform other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of*: Principles and methods of psychiatry, and skill in their application; current developments in the field of psychiatry; mental health care organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and principles and practices of effective supervision and directing health care providers. *Ability to:* Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses; prepare and supervise the preparation of case histories and the keeping of health care records; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; 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 incarcerated individuals or incarcerated youths. **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