DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED California Correctional Health Care Services, Mental Health	CLASSIFICATION TITLE PSYCHOLOGIST – CLINICAL, CORRECTIONAL FACILITY
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

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. 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 Senior Psychologist, Correctional Facility (Supervisor), the Psychologist-Clinical, Correctional Facility, is responsible for preadmission screenings, psychologist evaluation of incarcerated individuals admitted to the program, crisis intervention, individual therapy, treatment and discharge planning, participating in interdisciplinary team evaluations, and consulting with the psychiatrist, nursing and other staff. The psychologist may be assigned other clinical duties throughout the institution, including participation in staff meeting, institutional committees, and consults with custody staff as well as supervision and training to students, interns, unlicensed psychologists and other staff. The psychologist may also participate in program evaluation and research, and may provide consultation on research design and analysis of data.

% 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%	Facilitate admission and docs complete psychological evaluations of incarcerated individuals admitted to the treatment program as appropriate. This includes a written report with diagnosis and recommendations for treatment.
25%	Provides crisis intervention and individual therapy to incarcerated individuals admitted to the treatment program.
15%	Attends interdisciplinary team conferences. Participates in the development of an individualized treatment plan and discharge plan for each incarcerated individual.
10%	Does preadmission screening of incarcerated individuals referred to the treatment program.
5%	Participates in program evaluation and quality assurance.
5%	Consults with psychiatric, nursing and other staff regarding incarcerated individuals' care.
5%	Participates in automated data management and other health care records systems.
5%	Attends staff meetings and performs other clinical and institution-wide duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* 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; characteristics and social aspects of mental disorders 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. *Ability to:* Plan, organize, and work in a specialized clinical 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, conduct research, and assist with the development and implementation 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 treatment groups; 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 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.

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.

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
N/A: Activity or condition is not applicable

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

Walking: Frequently - throughout the institution, to meeting rooms and housing unit 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

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 or workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally
Temperatures Extremes: Occasionally - exposed to some outdoor weather conditions when traveling between facilities, to and from work and to meetings.
Architectural Barriers: N/A
Working Surfaces: concrete, linoleum, turf, asphalt, dirt.
Risk of Electrical Shock: N/A
Toxic or Caustic Chemicals: N/A
Noise and Vibration: N/A
Works in High, Precarious Places: N/A
Bloodborne Pathogens: Occasionally - uses proper infection control procedures to limit exposure to blood and other body fluids in a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Usual office equipment, personal computer, telephone, beeper, telephone, fax machine, cellular phone, whistle, personal alarm, and protective vest.

COMMENTS: Work hours vary according to institutional need.

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

WE'RE HIRING

CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

Where?
Lassen Community College - Café
478-200 CA-139
Susanville, CA 96130

When?
November 4, 2026
9:00 AM – 4:00 PM

Speak with recruiters and learn how to create your accounts and apply for jobs. Plus, interview for openings in the positions below at this location:

High Desert State Prison (HDSP)

- *Clinical Counselor*
- *Clinical Social Worker*
- *Licensed Vocational Nurse*
- *Marriage and Family Therapist*
- *Medical Assistant*
- *Psychiatric Technician*
- *Psychologist*
- *Recreation Therapist*

FREE PARKING
Come dressed to impress. Plan accordingly — bring water and light snacks.



Follow us to stay connected and explore what CCHCS has to offer!

For other career opportunities, visit **www.cchcs.ca.gov/careers.**

To speak with a recruiter, email us at **MedCareers@cdcr.ca.gov** or **scan the QR code.**