

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY DS#7

DUTY STATEMENT

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT Division of Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED California Correctional Health Care Services, Mental Health	CLASS TITLE PSYCHOLOGIST – CLINICAL, CORRECTIONAL FACILITY
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general direction of the Senior Psychologist, Correctional Facility (Supervisor), the Psychologist-Clinical, Correctional Facility, is responsible for preadmission screenings, psychologist evaluation of inmates 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 additional sheet if necessary)
30%	Facilitate admission and docs complete psychological evaluations of inmates 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 inmates admitted to the treatment program.
15%	Attends interdisciplinary team conferences. Participates in the development of an individualized treatment plan and discharge plan for each inmate.
10%	Does preadmission screening of inmates referred to the treatment program.
5%	Participates in program evaluation and quality assurance.
5%	Consults with psychiatric, nursing and other staff regarding inmate 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, to the conduct of research, and to the 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 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.

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.

ESSENTIAL FUNCTIONS:

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 weekly.

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
- 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
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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
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