

**PSIMED CORRECTIONS, LLC  
MENTAL HEALTH SERVICES  
Job Description**

**POSITION TITLE:** Psychologist

**LOCATION:**

**REPORTS TO:**

**CLASSIFICATION:** Exempt, Full Time

**EFFECTIVE:**

**REVISED:** May 17, 2022, March 10, 2011, March 16, 1996

**POSITION SUMMARY:** Functions as a member of a multi-disciplinary treatment team providing direct services such as mental health assessments, psychological evaluations, individual and group treatment, crisis management, staff consultations and reentry planning for a diverse caseload of behavioral health clients in corrections facilities.

**ESSENTIAL FUNCTIONS:**

Provide direct clinical services and consultation services in accordance with the policies and procedures of PSIMED Corrections, LLC, the policy and regulations of the West Virginia Division of Corrections and Rehabilitation (WVDCR) and in accordance with the ethics and standards of the American Psychological Association.

Interrelate and work effectively with other PSIMED Corrections, LLC staff, WVDCR clients and outside support agencies as delegated by the PSIMED Corrections, LLC site supervisor or Division Administrator.

Maintain confidentiality of client information in accordance within the limits of PSIMED Corrections, LLC policies and procedures, WVDCR policies and procedures, the standards of the American Psychological Association, the National Commission on Correctional Health Care and the American Correctional Association.

Complete specific duties and responsibilities as designated by the PSIMED Corrections, LLC site supervisor or Division Administrator. Designation of duties will be determined by current needs of the client population taking into consideration the staff member's interest whenever possible.

Provide individual and/or group therapy, as assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator, to clients with the goals of reducing maladaptive behavior and fostering effective functioning. Documentation of services provided should be in accordance with the policies and procedures of PSIMED Corrections, LLC.

Provide crisis intervention services to clients referred by the WVDCR or as assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator. Crisis intervention is required when a client demonstrates self-mutilation, suicidal behavior, psychotic behavior or severe and/or observable psychological distress. Crisis intervention duties may be assigned as needed and may include altering the regular work schedule to include nights and weekends.

Provide evaluations of clients assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator upon referrals received. Evaluations are to be compiled in a timely, professional manner to meet or exceed the standards.

Evaluations should include the administration and interpretation of psychological assessment techniques when appropriate and within the scope of the staff member's education and professional experience.

Provide periodic training and review of psychological assessment and administration techniques implemented at assigned facilities.

Provide consultation services as needed.

Provide training on mental health issues to facility staff in accordance with the WVDCR training program, as well as to the medical and PSIMED Corrections, LLC staff as assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator.

Provide documentation in the EMR of client's treatment in accordance with Mental Health Services policy and procedure.

Provide administration support and/or monitoring of client's mental condition for psychiatric staff as appropriate.

Participate in staff meetings and in-service training programs as offered by PSIMED Corrections, LLC.

Inform supervisor of personal need for additional clinical supervision, overall problems in delivery of clinical services and/or proposals to improve clinical skills.

Comply with employee standards of PSIMED Corrections, LLC, as well as applicable employee standards of the WVDCR.

Work nights and weekends as required.

Abide by established conduct standards; speak and interact with clients, employees, etc. in a professional manner.

Adhere to all safety and security policies, procedures and practices.

Attend training as required to maintain current licensure.

Adhere to a minimum standard of business casual dress code consistent with PSIMED Corrections, LLC and WVDCR policies

Acceptance of additional duties as assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator.

#### **QUALIFICATIONS:**

*To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The following are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education, Experience and Licenses:**

Master's or Doctoral level degree in Psychology from an accredited college or university is required.

Requires license or gold card status as Psychologist by the West Virginia Board of Examiners of Psychologists.

Must have knowledge of psychological testing, mental health counseling, group and individual psychotherapy, diagnosis and treatment of major mental disorders and psychological evaluation techniques.

#### **Knowledge, Skills and Abilities:**

Excellent written and oral communication skills with the ability to communicate effectively with others.

Ability to read and interpret instructions, document and follow procedures.

Ability to write routine reports and correspondence.

Ability to establish and maintain a variety of records, organize data and prepare reports.

Ability to cooperate and work well with a team.

Ability to deal calmly and appropriately with stressful situations. Maintain professionalism with clients and teammates.

Work efficiently, meet job demands and deadlines.

Ability to exercise independent judgment and initiative in accordance with PSIMED Corrections, LLC policies, procedures and practices.

Approach change in a positive manner.

Accept constructive criticism/advice and learn from it.

Proficient computer skills including Microsoft Office, email, electronic medical records and the ability to learn other applications as needed.

Must be dependable, responsible, cooperative and adhere to PSIMED Corrections, LLC policies and procedures.

Ability to work evenings and weekend hours as needed.

Must pass background checks, security clearance and drug screen(s).

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the position, the employee is regularly required to talk, hear and use hands to finger, handle or feel objects. Requires regular keyboarding and utilizing regular office equipment such as computer, printer, copier, fax, etc. The employee is required to sit, stand, walk, climb, balance, bend, stoop, kneel, crouch and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** Standard medical setting in a correctional facility, which includes interacting with inmates, co-workers, correctional staff and health care personnel. Requires the ability to adapt to periodic changes in environmental conditions including temperature, air quality and noise.

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**JOB DESCRIPTION ACKNOWLEDGEMENT:**

This job description should not be construed as a contract for employment, express or imply a promise of employment for any specific period of time and/or promise a condition of employment. PSIMED Corrections, LLC is an at-will employer and as such, employment by be terminated at any time without prior notice or stated cause by either the employee or the employer.

I have reviewed this job description and I understand all of my job duties, responsibilities, qualifications and physical demands of this position. I am able to perform the essential functions as outlined with or without accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of my location or department. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described. I also understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description in a satisfactory manner.

I have discussed any questions I may have had regarding this job description prior to signing.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_