

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHAPLAIN I

POSITION CODE: 06901
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, conducts a program of religious activity at a state institution; counsels with patients, inmates, employees, families and other individuals; coordinates religious program with and participates or cooperates in clinical and rehabilitative programs at a state institution; interprets institutional programs, purposes and problems to the public by addressing interested groups; works and cooperates with representatives of faiths interested in ministering to members of their faith within the institution; conducts educational ministry for the instruction and training of others.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts religious services for patients, inmates, residents and employees; administers sacraments and other religious rites; conducts funerals and offers religious instruction.
2. Counsels and advises inmates and patients on spiritual matters, personal and institutional problems.
3. Participates actively as a member of a professional therapeutic team in the guidance of the mentally ill and mentally deficient patients; coordinates the chaplaincy service with other disciplines.
4. Addresses professional and lay groups to promote understanding of problems and obligations concerning inmates and patients; interprets the institution programs and policies to the public.
5. Maintains individual religious records and prepares reports on inmates' and patients' progress.
6. Corresponds and counsels with family members; refers inmates, patients and their families to private and public social agencies when needed.
7. Conducts training classes for Chaplain interns in clinical pastoral education; plans training materials and meets with facility staff to coordinate intern involvement; assists in the in-service training of other facility personnel.
8. Receives, screens and distributes reading material; procures choir and other religious music.

CHAPLAIN I (Continued)

DESIRABLE REQUIREMENTS:

9. Works and cooperates with representatives of other faiths who conduct a religious ministry at the institution; acts as liaison between parish pastor and patient or inmate.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by completion of three years of a prescribed course of study in a recognized theological seminary with a bachelor of divinity degree.

Requires ordination or licensing by a recognized communion and is duly authorized by appropriate authority of this denomination.

Requires one year of chaplaincy pastorate or related experience as determined by the Director of Central Management Services, following advice from the director of the employing agency.

Requires six months of clinical or related experience.

Knowledge, Skills and Abilities

Requires working knowledge of the objectives and principles of psychology, sociology and penology as applied to mental, penal and correctional institutions.

Requires working knowledge of institution rules, regulations and facilities.

Requires ability to maintain satisfactory working relationships with administrative officials, inmates and patients, employees and others.

Requires ability to establish and maintain effective relationships with individuals differing widely in mental, moral and ethical status.

Requires ability to exercise initiative and judgment in arranging religious programs and work to serve the best interest of all concerned and with a maximum of cooperation with other departments of the institution.

Requires ability to participate actively as a member of a professional therapeutic team.

Requires ability to work with the mentally ill and persons with intellectual or developmental disabilities.

Requires ability to understand and appreciate the conditions and attitudes of inmates and patients.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.