

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHAPLAIN II

POSITION CODE: 06902

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under administrative direction as facility-head Chaplain, is responsible for the overall design and direction of a full-scale interfaith program at a state institution; provides direction for programs such as Pastoral Care and Clinical Pastoral Education; develops policies for the interfaith program; recruits staff to meet the needs of an effective ministry program; prepares program budget and other activity reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As facility-head Chaplain, directs and coordinates the work of all Chaplains and other assigned program personnel; conducts staff meetings to promote individual growth and to handle complaints and suggestions.
2. Determines general goals, philosophies, policies and procedures for the institutional chaplaincy program, and integrates these objectives with those of other services and programs.
3. Acts as a liaison between state organizations and church and synagogue councils, clergyman organizations and federation and council of churches.
4. Makes public contacts through radio, television and public speaking engagements.
5. Directs an in-service training program for Chaplains, theological students and other facility personnel.
6. Answers correspondence regarding residents; maintains records and prepares departmental reports; prepares papers for presentation and publication.
7. May conduct religious services for patients, inmates, residents and employees.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CHAPLAIN II (Continued)

DESIRABLE REQUIREMENTS:

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 two years 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 one year of clinical or related experience.

Knowledge, Skills and Abilities

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

Requires extensive knowledge of institution rules, regulations and facilities.

Requires ability to supervise and direct the chaplaincy program at a state institution.

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

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

Requires ability to exercise initiative and judgment in supervising a religious program serving the best interest of all concerned.

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.