



CLASS SPECIFICATION

Class Code: 18676
Date Est: 10/2019
Last Rev:
Last Title Chg:
FLSA: exempt
Probation: 12 months

DETENTION CHAPLAIN

DEFINITION

Under general direction, provides and coordinates ministry and provides for the spiritual needs of inmates in a detention setting; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in divinity, ministry, theology, religious studies, pastoral counseling or a closely related field AND four years of experience as a spiritual leader in a recognized faith tradition in a formal setting; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Possession of current ordination license or ecclesiastical endorsement in good standing is required at the time of application.

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff and coordinates activities of volunteers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, schedule and deliver spiritual care by providing equitable and reasonable opportunities for worship, study, and religious programs to inmates and oversee liturgical and sacramental ministry provided to the inmates by volunteers of recognized faith groups.

Manage religious programs and administer spiritual resources including the recruitment, training, oversight, and recognition/appreciation of all volunteers from faith-based organizations providing services within the detention facility; manage professional visiting applications; provide inmate religious exemptions from standard policies where needed to protect their rights.

Maintain a diverse religious library to include organization and distribution of religious materials and acquire donations as necessary to meet the appropriate inmate requests including approved religious artifacts such as prayer rugs.

Provide a pastoral presence throughout the institution through chapel services and/or regular visits to the housing units, visiting rooms and work sites; counsel and administer to the spiritual and religious needs and concerns of inmates; arrange for and work with representatives of various faiths who conduct specialized ministries or rites at institutional settings; refer inmates to community faith organizations of their choice.

Minister to inmates in times of crisis, such as serious illness, suicide or family crisis; contact and notify next of kin in cases of grave illness and death as outlined by department regulations; counsel with families of inmates as desired/needed.

Provide administrative coordination and facilitation of services as requested for marriages, baptisms, memorial services, and death notifications in accordance with the Washoe County Sheriff's Office Policy.

Prepare and deliver sermons or formal worship services for inmates; organize and schedule religious study groups; provide religious activities such as music, stories and video presentations at the request of inmates and religious organizations; coordinate religious club meetings, religious awareness groups, and interfaith meetings; recruit and train qualified volunteers for specialized programs, emphasizing applicable policies and security requirements.

Conduct staff presentations to raise awareness of inmates' spiritual concerns and improve staff and inmate relations; conduct orientation lectures for new inmates, volunteers and staff to familiarize them with the institution's religious programs; provide expert information to staff regarding the variety of religious activities available; research faith group issues that may impact religious activities.

Serve as a resource for administrators and staff on various religious beliefs, activities, practices and artifacts of different religious groups.

Act as liaison between inmates and local faith leaders between the Detention Facility and the religious community; provide educational talks in the community-at-large to inform interested citizens of the ways in which spiritual needs of institutionalized persons are met, and to develop positive public relations for the department.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Principles of Psychology and Sociology.

Cultural diversity, interpersonal relationships, group dynamics and personality development.

Theories and practices of detention management and criminal rehabilitation in a program of applied religion for inmates.

Individual and group techniques of crisis counseling.

Law enforcement terms and acronyms.

Purpose of Correctional Institutions' programs goals, objectives, needs, and practices of diverse faith groups.

Management information systems and software programs used in assigned areas.

Ability to:

Effectively supervise personnel including training, assigning and reviewing work, coaching, mentoring, administering discipline and conducting performance evaluations.

Be tolerant, respectful and patient with individuals of various faiths; interface with local faith-based organizations.

Conduct formal services of worship.

Entry Level *(Applicants will be screened for possession of these through written oral, performance or other methods and techniques)*

Knowledge of:

Principles and practices of supervision.

Theologies, doctrines, liturgies, scriptures, observances and practices.

Social, economic, personal, and other barriers facing inmates in confinement.

Computer software including word processing, spreadsheets and email.

Modern office practices, methods and procedures.

Methods and techniques of record keeping

Ability to:

Read, interpret and apply pertinent laws, statutes, codes and regulations, including administrative and departmental policies and procedures.

Build and establish rapport and instill confidence with inmates and families from a wide range of socio-economic backgrounds.

Exercise emotional control, remain calm, think clearly and act professionally and decisively while dealing with stressful situations and/or difficult clients.

Exercise good judgment, flexibility and creativity in response to changing situations and needs.

Conduct faith-based services and activities.

Network and build relationships with the community.

Counsel and minister to the spiritual and faith-based needs of inmates.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Use a variety of computer software systems and enter data at a speed necessary for successful job performance.

Effectively plan and organize work to meet schedules and timelines.

Maintain confidentiality of data and information.

Verify accuracy and completeness of submitted documents.

Interact effectively with a variety of individuals under potentially stressful situations.

Make educational presentations to inmates, staff and the community at-large.

Communicate in a clear, concise manner both orally and in writing.

Establish, foster and maintain positive relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Candidates must:

- Pass a computer voice stress analysis (CVSA) examination and background investigation.
- Submit a set of fingerprints.
- Complete and submit a personal history statement.

- Attach current ordination license or ecclesiastical endorsement in good standing at time of application which must be maintained as a condition of continuing employment.
- Be available to work a flexible schedule, as needed, in accordance with the operations of a twenty-four-hour facility, including monitoring of evening and weekend faith-based programs and ability to respond to emergent situations.
- Be able to work in a detention facility environment; tolerate exposure to noise, hostility and communicable disease.
- Must be able to sit, stand, walk moderate distances, push, crouch, stoop, twist upper body, lift approximately 50 lbs. and distinguish between colors.
- Be able to use office equipment including computers, copiers, multi-function telephone and fax machines.
- Be able to deal directly with arrestees/and visitors in a detention center environment and tolerate exposure to noise and hostility.
- Maintain required certifications and training as required of all civilians employed by Washoe County specifically, at the Washoe County Detention Facility.
- Attach transcripts or training documentation at the time of application in order to receive credit toward degree requirements.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.