

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHAPLAIN
CLASS CODE: 5400

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: AMENDED 5/12/2009 (Revised 1/30/2009 version)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of a Lieutenant, performs professional level work in administering and coordinating various religious programs and services designed to meet the religious and spiritual needs of inmates housed at the Utah County Security Center.

ESSENTIAL FUNCTIONS

Serves as the liaison between County inmates and clergy/religious leaders from the outside community; identifies and coordinates the spiritual support needs of inmates with their respective religious leaders; presents a proposal for individual ministration needs of inmates when religious services are requested by an inmate.

Educates and provides training to clergy/religious leaders regarding Inmate Rights and Restrictions and the regulation of religious services in accordance with the safety, security, and classification interests of the jail.

Develops and coordinates religious services and clergy visits; presents proposed services for approval and calendaring; assists volunteers throughout the background screening process; conducts orientation of the jail's policy and procedures including, but not limited to, jail security, restricted areas, inmate movement, and inmate behaviors and/or tendencies for volunteers.

Visits with, counsels, and advises inmates and their families; furnishes expert responses to religious questions; meets with and provides supportive counseling to suicidal inmates; assists inmates in expressing grievances; provides bereavement counseling, guidance in ethical decision making, and mediation for conflict resolution.

Accompanies the Chief Deputy-Corrections, including outside of regular work hours, to provide notification that an inmate has committed suicide while in custody and provides initial bereavement support to surviving family members.

Identifies and replenishes authorized religious books, magazines, and other literature.

Assists transient and/or homeless inmates' transition into the civilian community upon release from jail by referring to outside contacts for assistance with clothing, housing, employment, drug or alcohol treatment etc.

Performs public relations activities in the community and represents the institution pastorally to the local community including public speaking and attendance at social gatherings.

Prepares correspondence and reports; produces religious brochures; maintains files and records; makes requests for expenditures of money and coordinates repairs to the chapel.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: Various religious theologies and practices in order to properly minister to inmates with diverse beliefs from numerous faiths; spiritual and emotional dimensions of human development; group dynamics and organizational behavior; laws and regulations applicable to correctional institutions and inmate rights under RLUIPA (Religious Land Use and Institutional Persons Act of 2000).

Basic Knowledge of: Psychological and sociological disciplines.

Ability to: Function pastorally in an unbiased manner that respects the physical, emotional, and spiritual boundaries of others; use pastoral authority appropriately and function within the Common Code of Ethics for Chaplains and Pastoral Counselors; coordinate the activities or tasks of individuals or groups.

Skill in: Developing, coordinating, and facilitating public worship/religious activities appropriate to diverse individuals and needs; written and verbal communication; delivering presentations or training using acceptable methods and techniques.

PHYSICAL DEMANDS

Regularly: Sits at a desk or table; walks, stands, or stoops.

Occasionally: Lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed at the Utah County Security Center (jail) and requires frequent in-person contact with inmates which exposes the incumbent to others' illnesses and to possible injury from individuals that are angry, agitated, or otherwise upset. Work exposes the incumbent to high-stress situations including confrontational, emotionally charged, or uncomfortable circumstances.

EDUCATION AND EXPERIENCE

Bachelor degree in Theology, Divinity, Religious Studies or a related field and two (2) years of experience as a religious/spiritual leader preferably in an institutional environment. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants credentialed by the International Conference of Police Chaplains or other applicable agency. Preference may be given to applicants with bilingual Spanish and English speaking skills.

Selected applicants are subject to, and must pass, a complete background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.