

GENERAL DESCRIPTION OF CLASS

The CHAPLAIN provides religious services and offers spiritual guidance and counseling to the residents and staff of a State facility.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **Religious Services.** Typical tasks: plans and organizes the daily and weekly worship services to satisfy the specific religious requirements and needs of the residents and inmates; performs sacramental ministry as requested for marriages, baptisms, and memorial services; organizes religious study groups and provides religious study classes at the request of residents; provides religious programs and activities in the form of music, stories, and video presentations; coordinates religious club meetings, religious awareness groups, and interfaith meetings; prepares and delivers sermons or formal worship services; writes reports and notes and keeps records on services provided.
2. **Counseling and Advice.** Typical tasks: visits inmates and/or residents in cells, wards, annexes, and hospitals for informal talks, to counsel, and minister on spiritual and religious problems; corresponds with members of residents' families concerning spiritual well-being of the resident; answers telephone calls of concern from the families, home ministers and clergy of the resident; comforts residents and staff in times of crisis, such as serious illness, suicide, death, or family breakdown; offers counsel and advice to staff and families of staff concerning religious, spiritual and personal growth; advises and counsels staff on problems of personal adjustment to the work place; conducts orientation lectures for new residents and staff to familiarize them with the institution's religious opportunities.
3. **Liaison Duties.** Typical tasks: visits community religious groups to discuss the religious needs and concerns of inmates and/or residents; conducts presentations to staff groups to raise their awareness of residents' spiritual concerns and to improve staff and resident relations; provides 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 maintain visibility in the community to enhance public relations for the institution; recruits and trains qualified volunteers for use in music, religious education, and worship services; recruits volunteers to minister to the individual needs of minority religious groups.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person contact with patients, residents, and/or inmates of State psychiatric facilities, correctional institutions, and facilities for the severely handicapped to offer pastoral care and guidance. Employees in this class also have occasional in-person contact with staff and teachers to receive referrals for counseling in spiritual matters; with outside clergy and religious leaders to seek help in meeting residents' needs; with other chaplains to exchange ideas and plan joint projects; with families and relatives of residents and staff to offer pastoral guidance and counseling, as requested; and with the general

public to seek volunteers and acquaint the community with the institution's religious program.

SUPERVISION RECEIVED

Employees in this class work under the general direction of the institutional administrator or designated subordinate. Ministerial work is performed with considerable independence within the policies of the institution. Work is reviewed in weekly informal conferences for compliance with Administrative Rules and procedures and to discuss programs and schedules. Work is formally evaluated through an annual performance appraisal for compliance to laws, completeness, and effectiveness. Employees in this class follow State and Federal laws and regulations, Administrative Rules, policies, and manuals pertaining to mental health, State institutions, and pastoral counseling.

GENERAL INFORMATION

Positions in this class are primarily found in adult and juvenile correctional facilities and mental health institutions. They require the willingness to work in the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of theology, doctrines, liturgy, scripture, and practices of religious groups.

General knowledge of counseling techniques.

Basic knowledge of the purpose of mental and/or correctional institutions.

Skill in dealing with people in crises.

Ability to organize, prepare, and conduct religious services and courses on ethics, religion, and sacred music.

Ability to learn needs of diverse religious groups and the community resources available to meet them.

Ability to make presentations to staff and community groups about residents' religious needs.

SPECIAL QUALIFICATIONS

Some positions in this class may require the following:

Affiliation with a particular faith to satisfy statutory requirements (ORS 179.375).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.