



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/01/2013

Agency: Oregon Department of Corrections

Facility: Eastern Oregon Correctional Institution

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
 - Mgmt Svc – Supervisory
 - Mgmt Svc – Managerial
 - Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Chaplain</u>	b. Classification No: <u>C6680</u>
c. Effective Date: <u>07/01/2003</u>	d. Position No: <u>0100134</u>
e. Working Title: <u>Chaplain</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Religious Services</u>	h. Budget Auth No: <u>000818310</u>
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Pendleton – Umatilla</u>	
l. Supervisor Name (Optional): <u>Kelly Rath</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This Chaplain position exists within the Religious Services unit of the ODOC which is within the Offender management and Rehabilitation Division.

Religious Services supports the Department's mission and is responsible for protecting, advocating for and accommodating the constitutional and legal rights of all prisoners of express and practice their religious and for implementing Oregon law by: a) providing for and attending to the spiritual needs of inmates; b) visiting inmates for the purpose of giving moral and religious instruction; and c) providing rehabilitation programs for inmates. Religious Services helps the men and women in prison who voluntarily wish to awaken , deepen, express, and practice their spiritually and religious faith by providing a wide continuum of diverse religious and/or spiritual worship services, spiritual settings and experiences, study programs, music programs, serious illness/death notifications and spiritual counseling.

The Religious Services unit provides these services through direct staff service and through creating and supervising partnerships with a diverse set of faith and community-based organizations and volunteers.

Religious Services manages volunteer programs/activates in all 14 correctional facilities throughout the state. In addition Religious Services is responsible for managing and conducting services to victims of crime on behalf of the department.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This Position provides a diverse range of religious services and activates including worship services, religious studies, spiritual counseling as well as provision of transitional services for inmate reentry into the community.

The purpose of the position is to help the men and women to awaken, deepen, express, and practice their spirituality and/or religious faith within the prison environment and as preparation for reentry back into the community. The chaplain has a specific responsibility for developing, overseeing, coordinating, and leading an effective and efficient religious and spiritual program at their home institution or duty station. The chaplain assists men and women to prepare for successful reentry by establishing appropriate and supportive religious, spiritual and community-based relationships following release.

All employees of the Department of Corrections contribute to the Oregon Accountability Model. The Basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to staff modeling, particularly the directing and shaping of the pro-social behavior. Our job is to move inmates from anti-social to pro-social behavior. Thus, the nature of our relationships and communication with those we have been charged to keep secure and to help change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to day interactions with others.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in

identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

%	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

25%	R	E	<p>I. SPIRITUAL/RELIGIOUS ADMINISTRATION</p> <ul style="list-style-type: none"> • Develop and implement an effective and efficient program of religious and spiritual services, music, educational material, equipment, and sacred space for all faith groups that will meet the spiritual needs of inmates from in-take through re-entry or remaining time of incarceration. • Create, maintain, and improve the use of a management information system of records, scheduling, and services that aids in developing an effective and efficient religious and spiritual program from intake through reentry or remaining time of incarceration. • Provide input into and assist in tracking the religious services budget for the home institution. • Recruit, train, supervise, and evaluate inmate workers from the religious and spiritual program.
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			<ul style="list-style-type: none"> Continually work to improve the efficiency and quality of our systems for working with our colleagues across divisions in the department, and for delivering the religious and spiritual program. Assist with revise and provide input for rules effected by, or effecting, the Religious Services area and Religious Services policies and procedures.
25%	N/C	E	<p>II. VOLUNTEERS/COMMUNITY PARTNERSHIPS</p> <ul style="list-style-type: none"> Recruit, train , supervise, evaluate, and recognize religious volunteers (in conjunction with the DOC staff who are responsible for the volunteer program) to help inmates awaken, deepen, practice and express their religion and spirituality by providing appropriate services for inmates incarcerated in or releasing from DOC institutions Coordinate community religious programs and groups for participation in religious services in DOC Institution s that will advance the religious services mission from intake to re-entry or through remaining incarceration. Coordinate volunteers that provide ministerial counseling for inmates, transitional preparation and services that link inmates with faith-based organizations and mentors in the community. Assist the volunteer program to create, maintain, and use a management information system of records, scheduling, and services for volunteers and aids in developing an effective and efficient religious and spiritual program from intake through reentry. Assist volunteers through mentoring, training, support, counseling and supervision to grow in their knowledge, skills and ability to foster spiritual and religious growth as well as criminal rehabilitation among the people the volunteer’s minister to.
25%	N/C	E	<p>III. WORKING WITH INCARCERATED PEOPLE</p> <ul style="list-style-type: none"> Provide spiritual counseling to assist incarcerated people grow spiritually and/or religiously in their chose path. Help people in prison to grow religiously and spiritually in their faith traditions by making arrangements for sacramental practices and ceremonies such as baptisms, Holy Communion, sweat lodges, mediation, weddings and funerals. Visits people confined to hospitals outside the institutions and in the infirmary and hospice program inside the institutions. Gains and applies knowledge of correctional and religious practices with special focus on how these practices help people to develop spiritually and foster healthy pro-social attitudes, values beliefs, cognitions,

			<p>associates and family/community relationships both in the prison and upon release in the community.</p> <ul style="list-style-type: none"> • Visits, counsels, advises, and ministers to people confined to segregation and other special housing units such as the intensive Management, Unit and Administrative Segregation. • Assists people in prison to better learn how to integrate their spirituality into their prison and reentry experience and challenges. • Contribute to the security of the Institution through charge and control of inmates including responsibility to personally handle incidents in the work area; prevent escapes through proper control of keys and other means, confiscate contraband, write disciplinary reports, and documents unusual incidents as they occur. • Help people who are incarcerated to maintain positive contacts and involvement with their families, and help families access their incarcerated family members in a safe, secure and positive manner. • Participate with institutional interdisciplinary teams to effectively manage incarceration plans as part of the CCM program.
10%	N/C	E	<p>IV. BUILD COMMUNITY</p> <ul style="list-style-type: none"> • Enhance teamwork within religious services and across functional units in interdisciplinary endeavors and teams. • Use forms of communication and interaction with staff across all functional units that enhance positive relationships and sense of teamwork community.
5%	N/C		<p>V. VICTIM SERVICES: Help victims in their recovery process, and to foster community justice and healing in the lives of victims, offenders and communities who are affected by crime by</p> <ul style="list-style-type: none"> • Providing chaplaincy support to, and engagement, with the Victim Services program. • Functioning in the role of trained facilitated-dialog individual as needed.
10%		NE	<p>VI. OTHER DUTIES AS ASSIGNED BY SUPERVISOR</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The position requires working inside prisons of all levels of security (minimum, medium, maximum, and closed) and the communities in which they are located. Daily contact and supervision of inmates who have the potential for becoming angry, hostile, abusive, and aggressive. Inmate behavior such as this increases the risk of physical injury, death, and/or being taken as a hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and during other emergency situations occurring at the institution or in the community.

Required to work late shifts, weekends, holidays, and overtime as needed.

Utilize personal computer with video display to access electronic mail and potentially other purposes.

All ODOC institutions are tobacco-free

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Department of Corrections Rules, Procedures, and Policies
 Oregon Revised Statutes
 Federal Law
 Institution Special Procedures
 Attorney General Opinions
 Holy Books of All Faiths
 Religious Services Rules, Practices, Procedures and Policies.

- b. How are these guidelines used?

These guidelines regulate the manner in which the chaplain performs their duties. These guidelines emphasize the Freedom of choice of inmates in their spiritual beliefs and practices and mandate that equitable use of facilities, time and supervision be accorded each religious group, denomination.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Inmates	Person/Correspondence	Counsel/Serve	Daily
Religious Representatives	Person/Phone/Correspondence	Coordinate Religious Services	Daily

Religious Suppliers	Person/Phone/Correspondence	Ordering religious materials and supplies	Daily
Relatives of Inmate	Phone/Correspondence	Assisting with family concerns	Daily
Other institutions/DOC staff	Person/Phone	Information exchange	Daily
Community and HGO Volunteers	Person/Phone	Community involved program	Daily
Institutional Volunteers	Person/Phone	Program assistance	Daily
Community and Faith-Based Resources	Person/Phone	Transition Preparation and Assistance	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions concerning the use of the telephone by inmates in emergency situation or transition preparation; working with inmates in a family crisis and helping them to resolve problems with family, staff and other inmates or plan and prepare for reintegration following release. Supervisory decisions regarding volunteers, availability of Religious Services program for faith groups, developing faith-based transition support and services, prioritizing work and managing budgets.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Religious Services Administrator	7207202	Informal/Formal	Periodically	Program Competence
Religious Services Assistant Administrator	9512436	Informal/Formal	Periodically	Annual Performance Appraisal

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date

