



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INSTITUTIONAL CHAPLAIN	34	B	12.583

Under general direction, provide and coordinate ministry in a pluralistic setting to persons in one or more State correctional facilities; arrange for and work with representatives of various faiths who conduct specialized ministries or rites at an institution.

Plan, organize, schedule, and deliver spiritual care; manage religious programs and administer resources; provide a pastoral presence throughout the institution through chapel services and/or regular visits to the housing units, visiting room, and work sites; establish and schedule religious activities, providing equitable and reasonable opportunities for worship, study and religious programs.

Counsel and administer to the spiritual and religious needs and concerns of inmates; advise inmates condemned to death regarding will preparation and disposition of their remains.

Communicate with members of inmate families concerning spiritual and physical well-being of inmates; minister to inmates and staff in times of crisis, such as serious illness, suicide, execution, death, or family crisis; contact and notify next of kin in cases of grave illness and death as outlined by department regulations.

Schedule and/or provide services as requested for marriages, baptisms, and memorial services; oversee liturgical and sacramental ministry provided to inmates by volunteers of recognized faith groups; 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.

Supervise inmates in assigned areas, document inmate performance, and implement security procedures.

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.

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.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants must attach a current copy of their certification, endorsement, ordination or sponsorship from a recognized faith group at the time of application and maintain status as a condition of continuing employment.
- * To receive credit for degree, coursework or training, transcripts or documentation of training must be submitted at the time of application.
- * Some positions require work on evenings, weekends, and/or holidays.

INFORMATIONAL NOTE:

- * Department of Corrections recognized faith groups will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in divinity, ministry, theology, religious studies, pastoral counseling, or equivalent training in a recognized faith; two years of experience as a spiritual leader in a recognized faith tradition (such as a pastor, minister, priest, rabbi, or imam) in a formal setting (such as in a church, parish, synagogue, tribe, temple, coven or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized faith group or national credentials; **OR** Bachelor's degree from an accredited college or university in pastoral counseling, theology, religious studies, or closely related academic field which included two upper-level courses in comparative religion, cultural diversity and psychology or sociology; two Clinical Pastoral Education (CPE) or equivalent interfaith professional education units; three years of experience as a spiritual leader in a recognized faith tradition (such as a pastor, minister, priest, rabbi, or imam) in a formal setting (such as in a church, parish, synagogue, tribe, temple, coven or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized religious faith group or national credentials. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: theologies, doctrines, liturgies, scriptures, observances, and practices; interpersonal relationships, group dynamics, personality development, and crisis counseling; individual, marital, group and family counseling techniques; cultural diversity. **General Knowledge of:** principles and practices of psychology and sociology. **Ability to:** counsel and minister to the spiritual and faith based needs of inmates; work harmoniously with institution staff and others responsible for carrying out programs and objectives of the institution; be tolerant, respectful and patient with individuals of various faiths; interface with local faith based organizations; conduct formal services of worship; prepare correspondence and reports; maintain files and records; operate a computer sufficient to enter, store, and retrieve data; navigate using the Internet. **Skill in:** organizing, preparing and conducting faith based services and activities; communicating effectively orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: purpose of correctional institutions' programs, goals, objectives and contents; needs and practices of diverse faith groups; social, economic, personal and other problems of inmates confined in a State institution; theories and practices of prison management and criminal rehabilitation in a program of applied religion for inmates. **Ability to:** make educational presentations to inmates, staff, and the community-at-large; deal effectively with hostile inmates.

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

12.583

ESTABLISHED: 6/30/69
REVISED: 7/1/91P
7/6/90PC

12.583

REVISED: 7/2/03UC
REVISED: 3/7/08UC