

1. Position Code
INSTCHPEA12R

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Institutional Chaplain 12	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Institutional Chaplain	11. Section Programs
6. Name and Classification of Direct Supervisor State Deputy Warden-1 15	12. Unit Programs
7. Name and Classification of Next Higher Level Supervisor Senior Executive Warden	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road Lenox Twp., MI 48048 Work Schedule is listed below in section 14

14. General Summary of Function/Purpose of Position

To facilitate, plan and coordinate religious services for various religious groups in a multi-level correctional facility setting. To facilitate the development of volunteers for all of the recognized religious groups and offer training and supervision as needed. Maintain appropriate materials to support religious services and work with the Inmate Benefit Fund members in purchasing materials for the different religious groups. Demonstrate proficiency and professionalism in performing all duties associated with religious programming and the complexity of supervising volunteers from a variety of religious traditions.

To provide and coordinate pastoral care to prisoners including pastoral counseling.

The work schedule for the Institutional Chaplain is: Sunday, Tuesday and Friday 0700-1730 hours

Monday 1030-2100 hours

Wednesday and Thursday are Regular Days Off

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 of Time 30% of Time

The Chaplain is an administrator of religious services. The Chaplain is responsible to the Department of Corrections and its policies under the local facility's Warden. The Chaplain provides supervision and consultation to all religious group meetings in the facility and all religious workers from the community. Religious volunteers are coordinated and scheduled by the Institutional Chaplain and are permitted to serve at the facility subsequent to LEIN clearance. The Institutional Chaplain conducts religious volunteer orientation programs and aids volunteers by providing them with Service Agreements expressing the Policy Directives and Procedures of the Department of Corrections and the facility.

Individual tasks related to the duty.

- Recruiting, screening, coordinating, orientating, supervising and training religious volunteers in understanding policy, procedure, inmate interaction in the Institutional setting. Conducts yearly religious orientation meetings, providing volunteers with identification cards.
- Coordinating the religious program so that it meets the requirements of the various religions and the felt religious needs of the prisoners. Coordinates and schedules Levels I, II and IV religious services at the facility. Coordinates religious call-outs for prisoners to attend services. Train and supervise prisoner religious clerks.
- Meets with prisoner religious representatives on a regular basis to maintain open communication lines and assist in problem solving.
- Coordinates clergy visits for prisoners. Arranges for LEIN clearances of all religious volunteers.
- Orientating prisoners and staff concerning chaplaincy services.
- Processes marriage requests made by prisoners. Coordinates marriage plans for prisoners by meeting with the prisoner and explaining the guidelines and requirements for marriage. Communicates to the person conducting the marriage that they are responsible to abide by all appropriate laws concerning prisoner marriages.
- Receives, approves and distributes religious mail and literature according to policy guidelines.
- Approves Disbursements for prisoners or religious groups in purchasing of religious materials or items.
- Coordinates special meals related to religious holidays/events of all religious groups recognized by the Department of Corrections.
- Prepares and maintains required record keeping including attendance of all religious services and meetings.
- Coordinates and supervises Victory Bible Institute which is a college credited Bible school.
- Enters relevant data in OMNI for all religious prisoner declarations and call-outs.
- Establishes and oversees the praise and worship band.

Duty 2

General Summary of Duty 2

20 % of Time

The Chaplain is a consultant.

Individual tasks related to the duty.

- The Chaplain must maintain awareness of court decisions as they relate to religious policy and practice.
- The Chaplain speaks to ethical issues involved in religious decision making for prisoner groups.
- The Chaplain receives referrals from other staff members and religious workers, offering an interpretation of religious experience, and evaluating religious conflicts in order to maintain a stable religious value system within the institution.
- The Chaplain implements conflict resolution regarding ethical concerns among prisoner religious groups.
- The Chaplain makes recommendations concerning a prisoner's rehabilitation by assisting Housing staff when problems arise that need to be addressed on a religious level.
- Chaplain visits prisoners in Segregation at least on a weekly basis and according to existing MDOC Policy.
- Maintain an up-to-date knowledge of MDOC Policy and Procedure on what is required to be performed in conducting institutional rounds.
- Writes and updates operating procedures which affect religious programs.

Duty 3

General Summary of Duty 3

20% of Time

The Chaplain is a counselor because religion deals with a person's basic attitude towards oneself, fellow prisoners, the world and God. The Chaplain has psychological and sociological training and functions as a counselor within a spiritual context.

Individual tasks related to the duty.

- The Chaplain helps others to realize personal adequacy and strengthen their motivations and personal resources. Deals with complex human relations and appropriately release hostility and avoids bitterness. Handles frustrations, understands and deals with the prisoner experiencing problems.
- The Chaplain's counsel is a special asset in the area of family problems. The Chaplain may counsel prisoners, families and staff, when requested, according to Policy.
- The Chaplain deals with moral and spiritual concerns and maintains confidence in these areas.
- The Chaplain provides in-depth counseling dealing with grief, suicide, conflict resolution, stress, internalizing values and felt mental, emotional and spiritual needs.
- The Chaplain provides crisis counseling to residents and staff when needed.
- The Chaplain assists with post-release church/community relationships and makes church and educational referrals upon requests.

Duty 4

General Summary of Duty 4

25% of Time

The Chaplain is a pastor/minister.

Individual tasks related to the duty.

- As a minister, the Chaplain may conduct religious services at the Institution for all custody levels in his designated faith. Emphasis is placed on securing a religious volunteer to service the meetings or allowing and monitoring a prisoner to conduct the service, according to Policy. Also, monitors religious volunteers when they conduct religious services.
- The Chaplain arranges services for confession, communion, baptism and marriage.
- The Chaplain does weekly rounds in Segregation and several other housing units as per MDOC policy.
- The Chaplain conducts individual bible studies and seminars in his designated faith or coordinates through the religious volunteers or the community for representatives to conduct these classes.
- The Chaplain approves correspondence courses according to faith group, needs and abilities of prisoners, answering questions and providing further assistance as needed. Works with the School Principal in approving and counseling prisoners when correspondence courses lead to a degree.
- The Chaplain contributes to the education of the secular and church community through involvement in the religious program and through speaking engagements, presenting the Department of Corrections Visions and Values according to Policy and reporting to the Administration prior to any speaking engagement.
- The Chaplain participates in professional ministerial organizations, attends conferences, workshops and additional training opportunities and higher education, on a regular basis.

Duty 5

General Summary of Duty 5

5 % of Time

The Chaplain assists in other areas

Individual tasks related to the duty.

- Plans and coordinates the annual volunteer appreciation program
- Supervises the greeting card distribution program
- Receives donated materials/equipment and ensures that they are utilized in the appropriate religious programs
- Maintains and manages the religious library
- Supervises the prisoner clerks for religious programs
- Reviews Spanish correspondence for the mail room to ensure that all Spanish correspondence complies with policy
- Solicits and receives donated clothing for prisoners who will be released soon.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Institutional Chaplain interprets MDOC Policy Directives and Procedures as they relate to religious beliefs and practices. Evaluates new requests for religious services, coordinates and schedules in conjunction with the Policy Directive, Operational Procedures, MDOC Religious Handbook and recommendations from the Chaplaincy Advisor Council. Screens and evaluates all incoming religious material and the Chaplain provides crisis intervention to assist in maintaining security during times of emergency at the Institution. Monitors inmate movement as it relates to religious services. Monitors inmate conduct in religious services, utilizing positive reinforcement and the implementation of prisoner rules to ensure security and safety issues.

Decisions the Chaplain makes independently also focus around the spiritual and pastoral sphere. Any crisis intervention techniques the Chaplain uses to address a prisoners personal situation requires independent decisions and affect the prisoner/s involved. His pastoral and spiritual decisions also greatly affect the culture and attitude of the facility in general. The application of policy and procedure affecting the manner in which a prisoner practices his religious beliefs often require his making an independent decision as well. The Chaplain hires and supervises prisoner clerks.

17. Describe the types of decisions that require your supervisor's review.

Religious programming.

Changes in religious schedules.

Approval of volunteers and guests entering into the facility.

Policy interpretation issues.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Distribution of religious property and mail. Services in different buildings and weekly rounds also involve a fair amount of walking. However, physical labor is mostly limited to routine office work and ministry.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. My responsibility for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Assign work.

___ Provide formal written counseling.

___ Approve work.

___ Approve leave requests.

___ Review work.

___ Approve time and attendance.

___ Provide guidance on work methods.

___ Orally reprimand.

___ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. **Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

The duties and responsibilities explained in the position description of the Institutional Chaplain are correct. Additional duties will include performing the administrative duties associated with each listed function, i.e. placing prisoners on call-out on the computer's Prisoner Movement System, maintaining and updating religious data banks of prisoners assigned to a specific religion, responding to prisoner kites and correspondence from the community. The Chaplain will also be responsible to update the appropriate operational procedures of the facility yearly.

23. **What are the essential duties of this position?**

To provide and coordinate pastoral care to prisoners in a multi-level security state correctional facility.

To approve and coordinate prisoner marriages.

To confer with staff concerning religious matters.

To monitor and coordinate religious educational programs for prisoners.

To develop religious volunteers for all of the approved religious groups.

To maintain record and prepare reports pertaining to the religious department and to be timely in submitting reports to the immediate supervisor.

24. **Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The job's duties and responsibilities have become more accountable because of court decisions and following Policy and Procedure changes. Prisoner population has increased as well as volunteers and volunteer led programs. Solicitation of donations is new. Reviewing Spanish mail. Developing and maintaining a religious library and a college credited college course.

25. **What is the function of the work area and how does this position fit into that function?**

Facilitates religious programming to prisoners that help their adjustment to incarceration. Provide religious opportunity to all prisoners.

26. **In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

EDUCATION:

Possession of a bachelor's degree with a major in religion, theology, divinity, or in an area of human services, such as counseling and guidance, social work, criminal justice, etc.

NOTE: Possession of an Associate's degree in religious studies or an area of human services and two years (4,160 hours) of experience performing religious services.

EXPERIENCE:

Institutional Chaplain 9: No specific amount or type is required.

Institutional Chaplain 10: One year of experience as a professional religious leader, either in a community or institutional setting, equivalent to an Institutional Chaplain 9.

Institutional Chaplain 11: One year of experience as a professional religious leader, either in a community or institutional setting, equivalent to an Institutional Chaplain 10.

Institutional Chaplain 12: One year of experience equivalent to an Institutional Chaplain 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have completed two units of clinical pastoral training or its equivalent. Must have knowledge of all related religious MDOC Policies and Procedures, Institutional operational procedures, Administrative Rules and the Position Description of an Institutional Chaplain and must comply with all of the standards, functions, duties and responsibilities listed in these documents in order to efficiently and properly perform the duties of an Institutional Chaplain. Considerable knowledge of the principles of religious counseling; religious sects, services and customs. Ability to communicate with all religious sects; ability to conduct services and speak effectively on religious matters; good record keeping.

CERTIFICATES, LICENSES, REGISTRATIONS:

Endorsement by recognized endorsing body of a religious faith group.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date