

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CHAPLAIN I
SALARY GROUP: B17
DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Marvin Dunbar DATE: 05/19/2014

POSITION #: 045140

I. JOB SUMMARY

Performs routine ministerial clergy work. Work involves planning and conducting religious services and education classes; providing pastoral care and counseling to offenders and offender families; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, schedules, and conducts religious education worship services, programs, and sacramental ministry in accordance with the practices and customs of the chaplain's faith and according to offender faith group representation; conducts regular visits to offenders, administrative segregation housing areas, and individuals who are critically ill; and counsels offenders on religious problems, personal issues, crisis intervention, grief, and institutional adjustment.
 - B. Maintains liaison with unit administration, departments, staff, and chaplaincy headquarters; and assists in providing institutional staff information on various faiths, groups, denominations, and needs of offenders.
 - C. Recruits, trains, and oversees chaplaincy program volunteers; and provides agency information regarding religious educational programs, worship services, sacramental ministries, visitation, counseling programs, and other agency programs.
 - D. Prepares program correspondence, statistics, and reports; and maintains required chaplaincy records, files, and other documentation.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a seminary or university accredited by an organization recognized by Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Ministry, Divinity, Religious Studies, a Behavioral Science, or a related field

or

graduation from an accredited senior high school or equivalent or GED and four years full-time, wage-earning ministerial experience or equivalent with documentation from supervising clergy. Thirty semester hours from a seminary or university accredited by the CHEA or by the USDE may be substituted for one year of experience on a year-for-year basis.

2. Must possess a written ecclesiastical endorsement by the applicable religious authority.

Must maintain valid ecclesiastical endorsement for continued employment in position.

B. Knowledge and Skills

1. Knowledge of religious beliefs and practices of various faiths, groups, and denominations.
2. Knowledge of professional literature and resources.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill in public address.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to plan, organize, and assign the work of others.
10. Skill in individual and group counseling.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.