

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CHAPLAIN II -
Area Muslim Chaplain

SALARY GROUP: B19

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: Rene Hinojosa DATE: 12/17/2018

POSITION #: 045262

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Coordinates, plans, and conducts Islamic worship services, education programs, and sacramental ministry in accordance with the practices and customs of the Islamic faith; conducts regular visits to offenders, administrative segregation housing areas, and offenders 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 provides institutional staff information on the Islamic faith and needs of offenders.
- C. Recruits, trains, and supervises chaplaincy program volunteers; and provides agency information regarding Islamic educational programs, worship services, sacramental ministries, visitation, counseling programs, and other agency programs.
- D. Participates in outreach activities; and communicates the agency Islamic program objective to community religious and civic groups and members of the local clergy.
- E. Assists in planning and developing chaplaincy programs; 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. Doctoral degree from a seminary or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Ministry, Islamic Studies, Religious Studies, Behavioral Science, or a related field and two years full-time, wage-earning or wage-equivalent ministry experience.

or

Master's degree from a seminary or university accredited by an organization recognized by CHEA or USDE. Major course work in Ministry, Islamic Studies, Religious Studies, Behavioral Science, or a related field and three years full-time, wage-earning or wage-equivalent ministry experience.

or

Bachelor's degree from a seminary or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in Ministry, Islamic Studies, Religious Studies, Behavioral Science, or a related field and five years full-time, wage-earning or wage-equivalent ministry experience. Each year of experience as described above in excess of the required five years may be substituted for thirty semester hours from an accredited seminary or university on a year-for-year basis.

or

Graduation from an accredited senior high school or equivalent or GED and nine years full-time, wage-earning or wage-equivalent ministry experience. A minimum of 2080 volunteer hours as a Texas Department of Criminal Justice (TDCJ) Certified Volunteer Chaplaincy Assistant (CVCA), with supporting documentation (validated by the TDCJ Deputy Director of Religious Services' office), may be substituted for one year of the required experience on a year-for-year basis. 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. One year full-time, wage-earning correctional chaplain experience.
3. Satisfactory completion of two units of certified Clinical Pastoral Education from an accredited Clinical Pastoral Educational Center or equivalent classes from an accredited seminary or university. Eighteen semester hours of Doctor of Ministry course work from a seminary or university accredited by the CHEA or by the USDE may be substituted for one unit of required certified Clinical Pastoral Education on a unit-for-unit basis.

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4. 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 in individual and group counseling.
10. Skill to organize, assign, and review the work of others.

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, calculator, copier, fax machine, dolly, telephone, and automobile.

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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: Rene Hinojosa DATE: 12/17/2018

POSITION #: 045254

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 worship services, Islamic educational programs, and sacramental ministry in accordance with the practices and customs of the Islamic faith; conducts regular visits to offenders, administrative segregation housing areas, and offenders 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 the Islamic faith and needs of offenders.
 - C. Recruits, trains, and oversees chaplaincy program volunteers; and provides agency information regarding Islamic 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 the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Ministry, Islamic Studies, Religious Studies, 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 or wage-equivalent ministry experience. A minimum of 2080 volunteer hours as a Texas Department of Criminal Justice (TDCJ) Certified Volunteer Chaplaincy Assistant (CVCA), with supporting documentation (validated by the TDCJ Deputy Director of Religious Services' office), may be substituted for one year of the required experience on a year-for-year basis. 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.

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9. Skill in individual and group counseling.
10. Skill to organize, assign, and review the work of others.

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, calculator, copier, fax machine, dolly, telephone, and automobile.