

EDITED TASK LISTING

CLASSIFICATION: Catholic Chaplain

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Interview and counsel mental patients, youthful/adult offenders, and Veterans Home members on ethical/moral problems and spiritual matters utilizing pastoral skills (e.g., spiritual counseling and assessment and behavioral management techniques, etc.) to solve individual needs under the authority of Religious Land Use and Institutionalized Persons Act (RLUIPA) and as implemented through California Department of Corrections and Rehabilitation (CDCR) Chaplaincy in collaboration with mental health professionals, on a daily basis.
2.	Celebrate Mass, administer the Sacraments, and conduct other Roman Catholic religious rites as needed by institution residents to satisfy the precepts of the Catholic Church and to provide for their spiritual growth and development, utilizing liturgical materials (e.g., missalettes, communion elements, sacred vessels, vestments and sacramentals, etc.), under the authority of the local bishop, on an on-going basis.
3.	Organize and instruct classes in Roman Catholic religion, ethics, and sacred music for youthful and adult offenders for purposes of rehabilitative development, faith formation and full active participation in their religious practices, utilizing the Rite of Christian Initiation of Adults and Catechism of the Catholic Church, in coordination with the Catholic Church's liturgical calendar and National and State Bishop Conferences.
4.	Cooperate with other staff members in carrying out the institution treatment program under the supervision of the Community Resource Manager utilizing the comprehensive chapel schedule as a coordinating tool for publication throughout the institution (e.g., Chief Deputy Warden, Associate Warden, Custody Captain, Principal of Education and Watch Commander) for the implementation of all religious programs, as needed.
5.	Supervise the arranging of programs conducted in the institution by visiting religious and allied groups (i.e., approved volunteers) to fulfill the diverse needs and practices of the youthful and adult offenders through a variety of communication tools and media (e.g., telephone, e-mail, ducat requests, letters and institutional memoranda and notifications, etc.), to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., Departmental Operations Manual [DOM], Title 15 and institutional operational procedures, etc.), as needed.
6.	Assist in problems involving welfare agencies where family help is needed by referring family members of youth and adult offenders to institutional resources (e.g., Institutional Family Liaison Specialist and Catholic Social Services, etc.), utilizing DOM, Title 15 and institutional operational procedures, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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7.	Visit the sick to provide alternative religious service, counseling, comfort and advocacy, utilizing the Sacrament of the Sick, empathic listening, communication with Hospital and Custody Staff to promote holistic healing in a compassionate response to suffering, in accordance with Biblical teachings, The Pastoral Guide for Care of the Sick and fundamental Christian principals, as needed.
8.	Work with residents in their group and club activities utilizing Kairos, Victim Awareness, Partnership in Re-entry Program, Criminal Gangs Anonymous, Prison Mindful Meditation and Centering Prayer, Inside Circle Foundation and Alternatives to Violence Program, etc., to provide youthful and adult offenders with: greater insight and awareness of harm caused to victim's family and community; anger management tools; transitional skills; enhanced Parole Board preparation and reduced yard violence in accordance with CDCR policy, on an on-going basis.
9.	Counsel with families on problems involved in rehabilitation when invited by Correctional Counselor I, Social Worker and/or Family Liaison Specialist to address a faith perspective as part of the institutional team solution, utilizing pastoral skills (e.g., empathic listening and spiritual counseling, etc.) in accordance with institutional policy, as needed.
10.	Explain and interpret the institution's religious program to community groups for general awareness and education as related to religious services being provided in an institutional environment, utilizing public speaking skills and PowerPoint presentations and proactively managing the relationships with the public in collaboration with the Community Resource Manager mission statement, periodically.
11.	Serve, when designated, as a member of or consultant to the institution classification committee to provide needed input on youthful and adult offenders participation in religious programs as it may affect their housing, job, and security level assignment, etc., using the review of the point system procedures and Central file/records to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15 and institutional operational procedures, etc.), as needed.
12.	Keep a variety of records: youthful and adult offender's attendance at all religious programs, payroll, death notifications, janitorial and office supplies, donations, approved gate clearances, volunteer records, etc., utilizing designated forms (e.g., Fire drill report, Incident Report [STD 115], Gifts and Donations [CDCR 922], etc.) to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15, institutional operational procedures, etc.), as needed.

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13.	Recruit qualified volunteers to serve in Catholic religious programming to facilitate and assist in worship, pastoral and counseling services, etc. using parish referrals, staff orientations, self-motivation and personal contacts, under the direction of the Community Resource Manager to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15 and institutional operational procedures, etc.), as needed.
14.	Approve and/or disapprove religious diets for youthful and adult offenders to allow and/or disallow participation in religious dietary beliefs by utilizing the Religious Diet Request (CDCR 3030-A) to document and implement the process and maintain the religious diet roster to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15 and institutional operational procedures, etc.), as needed.
15.	Approve religious packages (e.g., rosaries, medals and package matrix, etc.) for youthful and adult offenders for use in individual devotional practices by utilizing the designated Religious Package Order form and approved Vendor Catalog, according to stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15 and institutional operational procedures, etc.), as needed.
16.	Prepare and update Chapel schedules for religious programs for submission to the Community Resource Manager for coordination and publication to youthful/adult offenders and staff, using bulletin boards, televised announcements, e-mails, word document templates, Outlook Calendars, etc., in accordance with institutional operational procedures, as needed.
17.	Prepare data for posting in Compstat Report format for worship services, religious education, pastoral counseling by recording youthful and adult offender's attendance and volunteer's hours of service, utilizing Excel/Word spreadsheets for submission by the Community Resource Manager to CDCR Headquarters, on a monthly basis.
18.	Notify youthful and adult offenders of the death of their immediate family members, after the independent verification of the death, family relation and offender mental health status, by performing one to one pastoral counseling session (s) and completing/disseminating appropriate death notification form in accordance with the institutional operational procedures, as needed.

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19.	Facilitate Religious Banquets for youthful and adult offender's celebration of religious holy days through submission of executive memorandum, as required by the Community Resource Manager detailing the title of the event, date, time, location, menu and projected participants, in accordance with DOM, Title 15 and institutional operational procedures, according to respective religious group's holy day calendar.
20.	Prepare security clearance forms for approval of volunteer's entrance and escort into the facility for chaplaincy support of religious programs serving youthful and adult offenders, using the CLETS system and Strategic Offender Management System (SOMS), in accordance with DOM, Title 15 and institutional operational procedures, as needed.
21.	Coordinate/sponsor chapel access for all faith groups by using the chapel schedule to optimize and ensure the opportunity for youthful and adult offenders to practice their individual belief, as defined by the requirement of the RLUIPA, on a daily basis.
22.	Provide training, supervision and evaluation of religious volunteers to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful and adult offenders, utilizing the volunteer training packet, Institutional Trainer in Security and PowerPoint presentations, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
23.	Participate in religious review committee by providing input and interpretation, utilizing the Chaplain's expertise, in matters of policy, youthful and adult offender's appeals, reasonable accommodations, etc., in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
24.	Train, supervise and evaluate inmate chapel clerks to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful and adult offenders, utilizing Material Safety Data Sheets (MSDS), Excel spreadsheets and Word documents, in accordance with institutional operational procedures, on an on-going basis.

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25.	Maintain inventory of chapel equipment for purposes of preserving the integrity of the chapel's safety and security, delivery of religious services and health environment, utilizing designated daily inspection forms, in accordance with DOM, Title 15 and institutional operational procedures, on a daily basis.
26.	Compile, edit and submit youthful and adult offender's list for submission to Inmate Assignment office for the production of ducats for the authorized movement of residents to the site of the religious program, utilizing Excel spreadsheets and Word documents, in accordance with institutional operational procedures, as needed.
27.	Generate written memorandum for approval by executive body for special religious program events (e.g., Kairos , Victim Awareness, Partnership in Re-entry Program, Criminal Gangs Anonymous, Prison Mindful Meditation and Centering Prayer, Inside Circle Foundation and Alternatives to Violence Program, etc.) for youthful and adult offenders, utilizing a personal computer, in accordance with institutional operational procedures, as needed.
28.	Participate voluntarily in staff support groups (e.g., Peer Support Group, Equal Employment Opportunity and Suicide Awareness Team, etc.) to provide holistic encouragement for a variety of staff personal situations (e.g., mild depression and grief, etc.), using pastoral skills (e.g., empathic listening and spiritual counseling/direction, etc.), in accordance with institutional operational procedures, as needed.
29.	Respond to written requests (i.e., CDCR 22) regarding religious needs (e.g., Chaplain interviews, access to chapel, religious devotional items and dietary needs, etc.) initiated by youthful and adult offenders, by completing the CDCR 22 staff response section, utilizing DOM, Title 15 and institutional operational procedures, as needed.
30.	Provide training to new and established staff on Chaplaincy functions, to establish awareness for correctional staff of religious programs, utilizing institutional block training, New Employee Orientation and informal on-the-job training, as directed by the Warden or designee, as needed.

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31.	Serve youthful and adult offenders in all non-chapel locations (e.g., Hospital, Administrative Segregation, Family Visiting and Crisis Units, etc.), utilizing alternative religious services and pastoral counseling as defined by the requirement of the Religious Land Use and Institutionalized Persons Act (RLUIPA), as needed.
32.	Serve voluntarily on Mental Health Committee(s) (i.e., Suicide/Violence prevention), utilizing religious perspectives on the sanctity of life and non-violent behavior to Mental Health staff, in the formation of Mental Health Delivery System (MHDS) therapies for the benefit of the youthful and adult offenders, in accordance with Mental Health procedures, as needed.