

## EDITED KSAPC LISTING

**CLASSIFICATION: Muslim Chaplain**

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene in order to address pastoral needs in the spiritual therapeutic process.
K2.	Basic knowledge of purposes of mental and correctional institutions in order to maintain the humanitarian level of pastoral care while promoting safety and security.
K3.	Comprehensive knowledge of methods of rehabilitation in order to evaluate offender needs and foster offenders' ethical and moral conduct while incarcerated and in preparation for re-entry into society.
K4.	<b>Basic knowledge of legal matters and departmental policy and procedures to ensure compliance with federal laws, court orders/settlement agreements, state mandates/directives, and institutional safety and security.</b>
K5.	<b>Comprehensive knowledge of departmental and institutional goals and objectives in order to identify and focus on the needs of the population within the institution.</b>
K6.	<b>Comprehensive knowledge of institution's practices and policies in order to develop and facilitate programming appropriate to the level of security of the institution.</b>
K7.	<b>Basic knowledge of computers and printers, including Microsoft Office Suite in order to complete documents (e.g., memoranda, religious programs schedule, ducat list, etc.) to meet administrative requirements.</b>
K8.	<b>Comprehensive knowledge of the Qur'an, Hadith, Sunnah, and other scriptures in order to conduct Islamic teachings and religious services.</b>
K9.	<b>Basic knowledge of the Arabic language in order to conduct Jumah prayer and educational classes.</b>
K10.	<b>Advance knowledge of pastoral counseling in order to provide spiritual and moral guidance and direction.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music, in order to provide a comprehensive understanding of Islam.
A2.	Counsel institution youthful/adult offenders and their families on moral and ethical problems in order to provide for the spiritual and moral rehabilitation of offenders and maintain the continuity of the family.
A3.	Establish rapport with institution inmates/youth offenders, in order to optimize religious program participation and effectiveness.
A4.	Analyze situations accurately and adopt an effective course of action in order to carry out daily duties and responsibilities.
A5.	<b>Use spiritual assessment, planning, intervention, and evaluation in order to develop programs and educational teachings appropriate to individuals and groups.</b>
A6.	<b>Understand and help others discover meaning in the experiences of suffering grief and loss in order to provide compassionate care through the bereavement process and other traumas (e.g., family illness, divorce, institutional reassignment, etc.).</b>
A7.	<b>Understand the ways in which cultural/ethnic differences affect pastoral care practices to accurately focus on strategies and programs to deliver religious services.</b>
A8.	<b>Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances, in order to meet the urgent needs of offenders in crisis (e.g., suicide, divorce, family loss, termination of parental rights, etc.).</b>
A9.	<b>Integrate pastoral theology with pastoral practices in order to meet the needs of offenders and staff in their family members day to day challenges of life.</b>
A10.	<b>Communicate effectively through active listening and responding in order to promote spiritual healing, growth and a sense of responsibility for life circumstances within the offender.</b>
A11.	<b>Interpret and apply rules, regulations, policies, and procedures in order to function effectively and maintain a safe and secure environment.</b>
A12.	<b>Maintain confidentiality and protect sensitive data in order to comply with the professional ethics of a Chaplain.</b>
A13.	<b>Multitask and prioritize effectively in order to carry out daily duties and responsibilities.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Insight into factors involved in the proper human development and of behavior problems, including knowledge of mental disorders and principles of mental hygiene in order to address the youthful/adult offenders' spiritual needs.
PC2.	Demonstrated aptitude for working effectively with the socially abnormal in order to carry out daily duties and responsibilities.
PC3.	Interest in the welfare and spiritual needs of institution residents in order to carry out daily duties and responsibilities.
PC4.	Emotional stability in order to carry out daily duties and responsibilities.
PC5.	Adaptability in order to carry out daily duties and responsibilities.
PC6.	Firmness in order to carry out daily duties and responsibilities.
PC7.	Patience in order to carry out daily duties and responsibilities.
PC8.	Self-control in order to comply with the professional ethics of a Chaplain.
PC9.	Tact in order to comply with the professional ethics of a Chaplain.
PC10.	Good dress in order to comply with the professional ethics of a Chaplain.
PC11.	Neat personal appearance in order to comply with the professional ethics of a Chaplain.
PC12.	Pleasant and wholesome personality in order to comply with the professional ethics of a Chaplain.
PC13.	Good judgment in moral, ethical, and religious matters in order to carry out daily duties and responsibilities.