

EDITED TASK LISTING

CLASSIFICATION: **NATIVE AMERICAN SPIRITUAL LEADER**

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

Task Statements	
1.	Interview and counsel youthful/adult offenders on ethical and moral problems, spiritual matters, and cultural perspective to solve individual/group needs and enhance welfare in correctional setting utilizing spiritual knowledge and interpersonal skills under the authority of Religious Land Use and Institutionalized Persons Act (RLUIPA), in accordance with Departmental Operations Manual (DOM), Title 15 and institutional operational procedures in collaboration with mental health professionals, as needed.
2.	Conduct and facilitate Native American spiritual ceremonies including but not limited to the drum, tobacco, and revitalization ceremonies (i.e., sweat lodge) to youthful/adult offenders to promote better ethical behavior and spiritual understanding, utilizing specific tribal values and spiritual principles, in accordance with DOM, Title 15 and institutional operational procedures, on a weekly basis.
3.	Verify marriages and facilitate other ceremonies as needed by institution residents to promote familial contact and rehabilitative development, utilizing specific tribal values and spiritual principles, in accordance with DOM, Title 15 and institutional operational procedures, as needed.
4.	Organize and instruct activities in Native American spiritual expression, oral tradition, ethics, cultural heritage, and sacred music for youthful/adult offenders for their continual spiritual well being, utilizing various spiritual supplies and equipment (e.g., drums, rattles, clappers, sacred pipes, medicines, etc.), in accordance with DOM, Title 15 and institutional operational procedures, on a weekly basis.
5.	Cooperate with other staff members in carrying out the institution treatment programs for youthful/adult offenders to promote a successful outcome of their treatment, utilizing counseling skills, spiritual knowledge and interpersonal skills, in accordance with DOM, Title 15 and institutional operational procedures in collaboration with health care personnel, as needed.
6.	Supervise the arranging of programs conducted in the institution by visiting religious, cultural, and allied groups to facilitate programming and spiritual well being, utilizing Strategic Offender Management System (SOMS), Internet, community religious organizations and knowledge of institutional processes/procedures, in accordance with DOM, Title 15, RLUIPA and institutional operational procedures, as needed.

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

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7.	Counsel families on problems involved in rehabilitation of youthful/adult offenders to promote familial contact and rehabilitative development to help make a successful re-entry transition into society, utilizing counseling skills, spiritual knowledge and interpersonal skills, in accordance with DOM, Title 15, and institutional operational procedures, as needed.
8.	Explain and interpret the institution's religious program to community groups and to correctional personnel to promote cultural awareness, avoid disruption of programs and future litigation, utilizing interpersonal and communication skills, in accordance with DOM, Title 15, RLUIPA and institutional operational procedures, as needed.
9.	Prepare monthly reports for supervisors and management to track youthful/adult offenders and volunteer participation in programming, utilizing participant lists and sign-in rosters, as mandated by departmental and local management policy.
10.	Prepare participant list for institutional use to facilitate youthful/adult offender's movement to and from religious programs, utilizing SOMS or institution specific procedures, as mandated by departmental and local management policy, as required.
11.	Obtain donations from community to support institutional religious programs for youthful/adult offenders, utilizing spiritual knowledge and communication skills, in accordance with DOM, Title 15, RLUIPA and institutional operational procedures, as needed.
12.	Recruit community volunteers to serve in religious programming, to facilitate and assist in worship, pastoral and counseling services, etc., to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., utilizing referrals, self-motivation and personal contacts, under the direction of the Community Resources Manager, DOM, Title 15 and institutional operational procedures, as needed.
13.	Supervise community volunteers to serve in religious programming to facilitate and assist in worship, pastoral and counseling services, etc., to ensure safety and security of the institution, utilizing in-service training, communication skills and correctional awareness, under the direction of the Community Resources Manager, DOM, Title 15 and institutional operational procedures, as needed.

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14.	Facilitate worship services and religious programs for youthful/adult offenders of other faith groups to fulfill their diverse spiritual needs and to provide religious programs, utilizing observational skills and correctional awareness, to ensure compliance with stipulated laws, rules, regulations, policies, procedures, etc., (e.g., DOM, Title 15, RLUIPA and institutional operational procedures, etc.), as needed.
15.	Approve or disapprove religious diets for youthful and adult offenders 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, RLUIPA and institutional operational procedures, etc.), as needed.
16.	Authorize the purchase of religious personal property orders for youthful/adult offenders for use in individual devotional practices by utilizing the designated special purchase order form and approved Vendor Catalog, in accordance with the departmental religious personal property matrix, stipulated laws, rules, regulations, policies and procedures, etc., (e.g., DOM, Title 15 and institutional operational procedures, etc.), as needed.
17.	Advise management on maintenance of sweat lodge area in order to prevent interruption of programs, utilizing a work order or memorandum to facilitate repairs and maintenance or obtain the necessary materials, tools and supplies, in accordance with traditional Native American practices/customs and local institutional safety and security requirements, as needed.
18.	Perform and supervise repairs on sweat lodge area for youthful/adult offenders to provide a structurally sound area for the facilitation of the Native American sweat ceremony, utilizing hand tools (e.g., rake, shovel, hammer, etc.), in accordance with traditional Native American practices/customs and local institutional safety and security requirements, as needed.
19.	Train, supervise and evaluate youthful/adult offender workers (e.g., clerks, porters, etc.) 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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20.	Prepare inmate timekeeping documents for youthful/adult offender workers (e.g., clerks, porters, etc.) to ensure accurate and timely pay and to document work attendance, utilizing Inmate Work Supervisor's Time Log (CDCR 1697), in accordance with DOM and Title 15, as needed.
21.	Educate institution personnel on proper handling of sacred objects and artifacts to reduce conflict and promote cultural/spiritual understanding, to avoid potential litigation, utilizing spiritual knowledge and communication skills, in accordance with DOM, Title 15, and institutional operational procedures, as needed.
22.	Prepare responses to Inmate Appeals form (CDCR-602) and Requests for Interview form (CDCR-22) generated by youthful/adult offenders relative to religious issues to answer questions and resolve disputes, utilizing writing and computer skills, spiritual knowledge and communication skills, in accordance with DOM, Title 15, and institutional operational procedures, as needed.
23.	Plan and facilitate religious banquets for youthful/adult offenders to celebrate religious seasons (e.g., solstice, equinox and pow wow, etc.), through submission of memorandum, detailing the title of the event, date, time, location, menu and projected participants, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
24.	Counsel youthful/adult offenders on death of a family member after the independent verification of the death, family relation and offender mental health status, by performing a one to one pastoral counseling session including praying and singing appropriate songs (e.g., going home, traveling, prayer and healing, etc.) in accordance with traditional Native American culture and institutional procedures, as needed.
25.	Participate in required meetings to provide input and interpretation, utilizing Native American and institutional knowledge, 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.

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26.	Serve youthful/adult offenders in all locations (e.g., Chapel, Hospital, Administrative Segregation, Family Visiting and Crisis Units, etc.), to provide universal access to religious services, utilizing alternative religious services and pastoral counseling in accordance with DOM, Title 15, RLUIPA and institutional operational procedures, on an on-going basis.
27.	Aid correctional personnel in the inspection of the spiritual grounds to enhance safety and security of the institution, utilizing spiritual knowledge and communication skills, in accordance with DOM, Title 15, traditional Native American culture and institutional procedures, as needed.
28.	Maintain inventory of congregate spiritual property for purposes of enhancing the safety and security of the institution, delivery of religious services, utilizing designated daily inspection forms, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
29.	Obtain authorization for supplies and materials (rocks, firewood, willows, blankets, etc.) from institution administration, to maintain the spiritual grounds, utilizing computer skills to complete memorandums, Inter-office Requisition (CDCR 954), Request to Accept Gifts and Donations (CDCR 922), etc., in accordance with DOM and institutional operational procedures, as needed.
30.	Utilize various information systems (i.e., Intranet, Strategic Offender Management System [SOMS], etc.) to perform essential functions to facilitate religious programs and services for youthful/adult offenders, in accordance with institutional operational procedures, on an on-going basis.
31.	Perform daily safety inspections of the Chapel and/or religious grounds to enhance safety and security of the institution, utilizing observational skills, correctional awareness and training, etc., in accordance with DOM, Title 15 and institutional operational procedures.
32.	Sign appropriate logs for staff accountability to ensure safety and security when entering or exiting various locations of the institution (e.g., pedestrian sally ports, secured housing units and hospital, etc.), in accordance with institutional operational procedures, as required.

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33.	Prepare informational chronos (CDCR 128 -B) for youthful/adult offenders to document disciplinary issues, work performance, programming achievements, etc., utilizing computer skills, in accordance with DOM, Title 15 and institutional operational procedures, as needed.