

United States Jobs Expertini®

CATHOLIC CHAPLAIN

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Company: State of California

Location: San Bernardino County

Category: community-and-social-service

Job Posting: Catholic Chaplain

Ca Institution for Women

JC-408636 - Catholic Chaplain

CATHOLIC CHAPLAIN

\$5,282.00 - \$6,934.00 per Month

Final Filing Date: 1/19/2024

Job Description and Duties

Under the direction of the Community Resources Manager, the Catholic Chaplain interviews and counsels inmates on ethical and moral problems and spiritual matters; prepares and conducts religious services, administers religious rites; organizes and instructs classes in religious doctrine, Biblical interpretation and Ethics; supervises the arranging of programs conducted in the institution by visiting religious volunteers; coordinates the distribution of religious literature; counsels with inmates regarding family problems; cooperates with custody/program staff in the evaluation and counsel of emotionally traumatized inmates (i.e. suicide attempts, death in family, victims of assault); supervises the work activity and maintains the time card/payroll records for the inmate chapel clerks; orders, receives, and inventories office and chapel supplies; solicits donations from community religious services and business groups; maintains required logs, prepares quarterly chapel schedules and monthly/quarterly reports; serves as a group member of or consultant to classification committees, when designated; and works with inmate groups and inmate activities.

Responsible for providing all services, to include hearing of reconciliation, performing baptisms, serving Holy Communion, Sunday worship services, and other related services. Facilitate services for Wiccans, Jehovah Witnesses and other assigned faith based groups. Involved with the Religious Review Committee to assist in the Religious Diet Program. Provide weekly services and counseling to inmates housed in:

General Population, Administrative Segregation (Ad-Seg), Security Housing Unit (SHU), Specialty Care Unit (SCU), Psychiatric Services Unit (PSU).

*Individuals who are eligible for a Training and Development assignment may also be considered for this position(s).

Working Conditions

This is a Correctional Institution open 24 hours/7days a week, all positions will be office centered.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

Additional Documents

Special Requirements

Do not include any confidential information on any documents you submit for a job vacancy, such as your State application, resume, or educational transcripts. Confidential information that should be excluded or removed from these documents includes, but is not limited to, your Social Security Number (SSN), birthdate, student identification number, driver's license number (unless required), basis of eligibility, examination results, LEAP status, marital status, and age. Confidential information on the first page of applications submitted electronically online, such as Easy ID number, SSN, examination related information, and driver's license number will automatically be redacted upon submission.

Possession of Minimum Qualifications will be verified prior to interview and/or appointment. If you are meeting Minimum Qualifications with education, you must include your unofficial transcripts/diploma for verification. Official transcripts may be required upon appointment. If it is determined an applicant does not meet the Minimum Qualifications, the candidate will be withheld from the eligibility list, rendering them inactive and ineligible to be hired for the position. Candidates who have been withheld may file an appeal with the State Personnel Board.

Candidates new to CDCR or the Division of Juvenile Justice are required to submit to a background investigation process utilizing Live Scan Fingerprinting, and Tuberculosis testing prior to appointment followed by department annual Tuberculosis testing/evaluation thereafter. [For job advertisements at California Health Care Facility (CHCF), California Medical Facility (CMF), and the Skilled Nursing Facility at Central California Women's Facility (CCWF).] Pursuant to the Public Health Order (State and Local Correctional Facilities and Detention Centers Health Care Worker Vaccination Requirement) issued by the California Department of Public Health and the directive (Mandatory COVID-19 Vaccines and Testing for Institution Staff) issued by the Department of Corrections & Rehabilitation (CDCR), all staff assigned to this institution are required to show evidence of full vaccination for COVID-19, absent an approved reasonable medical or religious accommodation precluding them from vaccination. In addition, employees regularly assigned to work in the health care areas or posts within this assigned institution shall provide evidence of full vaccination for COVID-19, absent an approved reasonable medical or religious accommodation precluding them from vaccination.

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