



JAIL CHAPLAIN

DEFINITION:

Jail Chaplains administer, supervise and provide pastoral care to inmates who are disconnected from the general community by certain circumstances. The Jail Chaplain is a professional, with specialized training in the unique dynamics of the corrections setting. All Chaplain vacancies are volunteer positions.

DISTINGUISHING FEATURES:

Under the supervision of the Jail Director, the Jail Chaplain is responsible for administering and coordinating religious programs for diverse religious groups of inmates within the Stephenson County Jail. Jail Chaplains will gather religious reading materials and resources, distribute content and be familiar with security policies and procedures. The Chaplain provides pastoral counseling, thereby offering opportunity for the imprisoned and others impacted by corrections to dialogue openly about their concerns. Works with Jail mental health workers when needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Administering and coordinating religious programs for diverse religious groups
- Lead spiritual counseling sessions with inmates.
- Lead worship/religious services.
- Advocate for inmates.
- Death notification and grief counseling.
- Adhere to safety practices and promotes compliance with jail rules and guidelines.
- When requested, serve as a liaison between the jail and outside entities to transition individuals to the community after incarceration.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of the Jail Director, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

The Jail Chaplain does not provide supervision to sworn or non-sworn members.

KNOWLEDGE AND SKILLS:

- Knowledge of Office General Orders, policies, rules and procedures.
- Ability to handle sensitive and confidential information and materials in a professional manner.
- Good interpersonal skills.
- Ability to exercise good judgment, initiate and closure.
- Ability to handle scrutiny and channel criticism in a positive manner.
- Ability to work independently, and as a team member.
- Ability to be dependable, punctual, and timely with minimal supervision.
- Exercise sound judgement within established guidelines.
- Expresses ideas and communicates clearly and concisely both orally and in writing.

TRAINING AND EXPERIENCE:

- Graduation from high school or the equivalent.
- Successful completion of ministry training, for example, certification, clinical pastoral education.
- Ordained or approved to function in ministry by an appropriate religious authority.
- Faith group endorsement
- Three years ministry or chaplaincy experience or equivalent.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is normally performed in the jail with inmates present. Must possess mobility to work in a jail setting and stamina to maintain attention to detail and stand for extended periods of time; vision to read printed materials; and hearing and speech to communicate in person. Requires the ability to exert moderate physical effort, including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of up to 50 pounds.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to maintain reasonable and customary attendance.
- Minimum of 21 years of age.
- No felony convictions within the last 15 years or disqualifying criminal history; must pass background investigation.
- U.S. Citizen.