



**DUTY STATEMENT**

*SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY*

CDCR INSTITUTION OR DEPARTMENT Pelican Bay State Prison	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Religion – Crescent City, CA	CLASS TITLE Jewish Chaplin
WORKING DAYS AND WORKING HOURS Varies	SPECIFIC LOCATION ASSIGNED Institution Chapels
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 394-229-9919-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**  
Under the general direction of the Community Resource Manager, the Jewish Chaplain counsels inmates on ethical and moral problems and spiritual matters, regardless of faith.

% of time performing duties	Duties/Essential Functions:
<b>30%</b>	Counsel inmates on ethical and moral problems and spiritual matters, regardless of faith. Counseling includes issues regarding marital and family problems, grief, death, and problems involving pre-release. Counseling may take place in the facility visiting rooms if deemed necessary. Respond to requests for interviews from inmates. Respond to requests for Special Religious Diets.
<b>30%</b>	Prepare/conduct regular and special worship services and administer religious rites as needed. Organize and instruct classes in religion, ethics, and sacred music. Provide religious literature distribution and self-study religious courses for all faiths. Visit inmates on the tiers to address religious issues during periods of facility lockdown.
<b>25%</b>	Supervise inmate workers and religious program volunteers. Ensure safety and security issues are not compromised. Ensure appropriate inmate behavior through written disciplinary, laudatory documentation, and custodial counseling as necessary. Compile statistics for Religious Program Quarterly Report. Interview inmates and prepare responses to inmate appeals.
<b>15%</b>	Prepare and arrange programs conducted in institution for religious and allied groups visiting the institution. Prepare communication on matters of religious importance. Other duties as assigned.

**Knowledge and Abilities**

**Knowledge of:** Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; knowledge of developmental disabilities; purposes of mental, developmental, and correctional institutions; methods of rehabilitation; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** Organize, prepare, and conduct Jewish religious services and courses on ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**Special Personal Characteristics:** Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; insight into factors involved in the development of behavior problems,

including a knowledge of mental disorders and principles of mental hygiene; emotional stability, adaptability; firmness; patience; self control; tact; good address; neat personal appearance; pleasant and wholesome personality; and good judgment in moral, ethical, and religious matters.

**COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

**SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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