

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-229-9912-XXX		MCR / HCR 1	
DIVISION / UNIT  Division of Adult Institutions/Religious Programs		CLASSIFICATION TITLE Native American Spiritual Leader			
		WORKING TITLE Native American Spiritual Leader			
		TIME BASE / TENURE PERM/FT	CBID R19	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		WORK DAYS: MONDAY – FRIDAY;		RDO's: SAT/SUN/HOL	
		WORK HOURS: 0800-1600			
LOCATION Delano, CA		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
<b>DIVISION OVERVIEW</b>					
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.					
<b>GENERAL STATEMENT</b>					
Under the direct supervision of the Community Resources Manager, the Native America Spiritual Leader provides spiritual and moral guidance to State prison inmates; conducts spiritual ceremonies and sacred religious rituals; and instructs interested inmates in the history, culture, and religious practices of Native Americans.					
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>				
50%	<p><b>DUTIES:</b></p> <p>Presides over/conducts Native American Indian religious ceremonies and sacred rituals; arranges/supervises the religious programs conducted at the prison by other spiritual leaders or Medicine Men; assists in obtaining the necessary sacred/ceremonial articles for meaningful participation in traditional religious activities.</p>				

25%

Organizes, prepares, and instructs classes in Native American Indian history/culture, ethics, religious beliefs/customs/ceremonies/rituals, and sacred music. Submits a schedule of services and activities by the 15<sup>th</sup> of each month. Prepares data for COMPSTAT at the end of each month.

25%

Interviews/counsels inmates on ethical/moral problems and spiritual matters; cooperates with custody/medical staff in carrying out treatment programs for mentally or emotionally traumatized inmates, and visits the infirmary; provides family counseling and serves as an advocate to Native American inmates/their families with problems involving governmental agencies.

**SEXUAL HARASSMENT POLICY:**

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: \_\_\_\_\_

**CODE OF CONDUCT:**

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: \_\_\_\_\_

**INCOMPATIBLE ACTIVITIES:**

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: \_\_\_\_\_

**NEPOTISM /FRATERNIZATION POLICY:**

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: \_\_\_\_\_

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

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