

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-229-9922-002		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/COMMUNITY RESOURCES- RELIGIOUS SERVICES		CLASSIFICATION TITLE PROTESTANT CHAPLAIN		
		WORKING TITLE PROTESTANT CHAPLAIN		
		TIME BASE / TENURE PERMANENT/FULL TIME	CBID R19	WWG E
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE 12/01/23	

CDCR'S MISSION and VISION

Mission

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Protestant Chaplain requires independent performance of a wide variety of religious tasks. Works independently exercising a high degree of initiative and independent judgment in initiating and altering work process to complete tasks on a daily basis. Provides spiritual counseling to the inmate population. Conducts religious services and religious rites. Arranges programming conducted by visiting religious and allied groups. Is an integral participant in the Religious Review Committee. Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation to protect and maintain the safety of persons and property. Prevents escapes and maintains security of Chapel areas. Inspects premises for signs of weapons or contraband.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direct supervision of the Community Resources Manager, the Protestant Chaplain has the responsibility for the coordination of all Protestant religious services to inmates, while providing assistance to fellow Chaplains for all other religions active at Wasco State Prison-Reception Center.

% of time performing duties	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.
40%	Counsels inmates on ethical and moral problems and spiritual matters; participates in the development and implementation of re-entry programs. Makes determination based on constantly changing policy, workload, and deadlines to meet the institutional needs. Instructs and supervises religious volunteers assigned to them. Keeps records, prepares reports and documents of work completed or in progress. Maintains security of working areas and work materials.
35%	Works independently performing spiritual counseling, prepares and conducts religious services and administers religious rites to the inmate population. Prepare and arranges programs conducted within the institution by visiting religious and allied groups. Prepares lectures and communicates with various groups or individual people in matters of religious importance.

20%	Supervises and facilitates arrangements for inmate marriages within guidelines of department policy and state laws. Conducts interviews for religious diets or religious diet violations. Completes tool inventory at the beginning, middle, and end of each shift, for all tools.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend all mandatory In-Service-Training. Other duties as required.

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

- 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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