

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison		POSITION NUMBER 178-229-9768-001	
DIVISION / UNIT  Division of Adult Institutions / Religious Services		CLASSIFICATION TITLE Muslim Chaplain	
		WORKING TITLE Muslim Chaplain	
		TIME BASE / TENURE P/FT	CBID R19
LOCATION Calipatria, CA (Imperial County)		INCUMBENT	
		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>			
<p><b>Mission</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.</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>			
<p>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.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>			
<b>DIVISION OVERVIEW</b>			
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.			
<b>GENERAL STATEMENT</b>			
Under the direction of the Community Resources Manager (CRM), the Muslim Chaplain: interviews and counsels incarcerated individuals on ethical and moral problems and spiritual matters; prepares and conducts religious services and administers religious rites; organizes and instructs classes in religious and sacred music; counsels with incarcerated individuals regarding family problems; serves when designated, as a group member of, or consultant to, classification committees; work with incarcerated individuals groups and activities; is responsible for ensuring compliance with the rules and regulations regarding the ceremonies of the Muslims; supervises a minimum of two incarcerated individual clerks.			
% 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.		
30%	Organizes, prepares, and instructs classes Islamic belief and practice. Provide direct and constant visual of the chapel areas during the time the incarcerated individuals are participating in Taleem, Jummah and Ramadan.		
30%	Counsel incarcerated individuals on ethical and moral problems, and spiritual matters, regardless of faith. Counseling includes but not limited to issues regarding marital and family problems, grief, death, and problems involving pre-release. Respond to requests for interviews from incarcerated individuals. Respond to requests for Special Religious Diets.		
25%	Assist in the facilitation and support of religious/spiritual needs of all assigned religious groups. Solicit and secure donated items for the assigned religious groups and Islamic ceremonies.		

10%	Process incarcerated individual appeals, answer correspondence, communicate with other agencies. Prepare paperwork for religious feasts of the assigned religious groups. Supervise and keeps time for at least two (2) incarcerated individual clerks. Provides on-the-job training and work performance evaluation of chapel clerks and chapel porters.
5%	Attends a combination of 40 hours In-Service Training/On-the-Job Training annually. Serves as a consultant to classification committees when designated. Attend and/or provide appropriate staff training and other related duties as required.

#### SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.
- **Non-Essential Duties and Responsibilities include but are not limited to the following:**
- **Incarcerated Individuals Supervisory Responsibilities:**  
When incarcerated individual labor is utilized, the Muslim Chaplain is responsible for supervising incarcerated individual conduct, maintaining strict control over materials which could be used to make weapons; maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.
- **Qualifications:**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:**  
Currently in good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. All candidates must attach to their application a letter of certification of good standing issued by the local resident Imam. And Education: Completion of at least two years of Islamic Religious studies, including Islamic History, the Holy Quran, Principles of Faith and Articles of Faith in any masjid or college. And Experience: Completion of the equivalent of one year of full-time supervised clinical or field training in the community. Such training to include Islamic religious counseling and guidance, religious education, and the care and welfare of the family as it relates to religious education. And Completion of no less than two years' experience as an Imam or Instructress in the Islamic religion in a public or private institution or masjid.
- **Language Skills:**  
Ability to read, analyze, and interpret policies and procedures; to effectively present religious education and information to incarcerated individuals, public groups, and management.
- **Mathematical Skills:**  
Ability to apply basic mathematical concepts such as addition, subtraction, fractions, and percentages.
- **Reasoning Ability:**  
Ability to analyze situations accurately and adopt an effective course of action.
- **Other Skills and Abilities:**  
Ability to provide Islamic services and instruction in ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents from a variety of denominational backgrounds; and to maintain regular attendance and be punctual.
- **Other Qualifications:**  
Knowledge of Islamic ceremony or cultural events; human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation.
- **Special Personal Characteristics:**  
Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.
- **Physical Demands:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Machines, Tools, Equipment, and Work-Aids:**

Office supplies, computer, printer, VCR, television, and religious instructional materials. <ul style="list-style-type: none"> <li>Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by discussion of the duties with the incumbent.</li> </ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"> <li>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 timeline goals, and varying degrees of negative financial impacts to the department.</li> </ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b> <ul style="list-style-type: none"> <li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b> <ul style="list-style-type: none"> <li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li> <li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE