

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 578-162-9922-001	Date:
Class: Protestant Chaplain (.5)	Name:
Under the general direction of the Staff Services Manager II, the Chaplain conducts Protestant religious services, provides pastoral care, gives instruction, and does other related work as required. The incumbent must be currently ordained, duly accredited by, and in good standing with a nationally recognized Protestant denomination.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Provide prayer services and memorial services as needed. Prepare and conduct Protestant religious services. Administer Sacraments and other Protestant religious rites as needed by the home's residents. Organize and instruct classes in Protestant religion, ethics, and sacred music. Work with residents in their group activities as requested.
25%	Provide or arrange for last rites or blessings of the sick in accordance with the individual residents religious or faith beliefs. Interview and counsel residents and their families on ethical and moral problems, and spiritual matters.
25%	Consult with appropriate staff members on resident complaints requiring attention. Visit religious and allied groups. Explain and interpret the home's religious program to community groups. Arrange for programs or services by visiting religious Pastors, Priests or other groups or individuals in order to ensure that the faith needs of every resident are met.
15%	Cooperate with other staff members in carrying out the home's policies and procedures. Keep logs and records as needed. Prepare reports as directed.
NON-ESSENTIAL FUNCTIONS	
5%	Other duties as related.
OTHER	
Attendance Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Religious services, documents, manuals, scripts, mail, patron counseling/interviews					X	
HEARING: Telephone contacts, meetings, Sunday services, memorial services, greeting parishioners and visitors					X	
SPEAKING: Memorial services, Sunday services, counseling, admin. meetings					X	
WALKING: Resident visits, religious services, hospital visits, funerals, cemetery services				X		
SITTING: Meet with residents, staff and family members, driving				X		
STANDING: Religious services, gravesite visits, bed side visits				X		
BALANCING:					X	
CONCENTRATING: Counseling sessions, religious services, staff meetings, review religious documents, literature, rules, regulations, customs and rituals				X		
COMPREHENSION: Understand the spiritual and religious needs of the residents					X	
WORKING INDEPENDENTLY: Provide spiritual needs to residents is a private and personal matter. Work independently is essential to delivering this service.					X	
LIFTING UP TO 10 LBS OCCASIONALLY:					X	
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:		X				
LIFTING UP 25-50 LBS OCCASIONALLY AND/OR 20 LBS FREQUENTLY:		X				
FINGERING: Use the computer and the telephone, take notes, writing assessments		X				
REACHING: Use the phone and computer : Answer telephone; use a mouse; retrieve documents from printer			X			
CARRYING: Transport Documents				X		
CLIMBING: Stairs		X				
BENDING AT WAIST: Use copier; access low file drawers.		X				
KNEELING: Access low file drawers.		X				
PUSHING OR PULLING: Open and close file drawers or doors		X				
HANDLING: Sort paperwork; distribute mail.		X				
DRIVING: Hospital and/or cemetery visits; special events		X				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.PA equipment			X			
WORKING INDOORS: Special Events					X	
WORKING OUTDOORS: Memorials, gravesite visits and funerals		X				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc. patient rooms, chapel etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature

Date

Supervisor signature

Date

Human Resources signature

Date