

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

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	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Enhancement Services			
Position No / Agency-Unit-Class-Serial 502-480-9922-XXX	Unit			
Class Title Protestant Chaplain – Intermittent	Location Department of State Hospitals - Patton			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID 19	Work Week Group: E	Pay Differential	Other
Under the direction of the Program Assistant, Protestant Chaplain- Part Time Intermittent position supports the Full-Time Protestant Chaplain. The Part Time chaplain interviews and counsels patients on ethical and moral problems, and spiritual matters; provides spiritual services; officiates at Protestant worship and ceremonies, spiritual rites, and sacred music; provides spiritual leadership and counsel as a provider in treatment groups and in individual counseling sessions; cooperates with other disciplines and staff members in supporting and assisting with the Recovery, Treatment groups and the patients Treatment Plan; supervises the arranging of programs conducted in the hospital by visiting allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with patients as needed and in crises; counsels with families on issues and problems involved in recovery; explains and interprets the hospital's religious program to family and community groups; and serves when designated as a member of or consultant to the hospital's committee system. The Part time chaplain works intermittently, up to/not to exceed 1500 hours per year, supporting Protestant services, and providing coverage as needed for the Full-time chaplain.				
60%	- Conducts regular Protestant Religious Services of worship and other rituals of the Protestant tradition for patients. - Develop and provide office procedures and documentation as required.			
20%	- Visits residential living units and provides spiritual counseling to patients and groups. - Provides treatment groups, in Bible Study and other forms of religious education, for patients as part of their treatment plan.			
10%	- Provides worship to patients who are ill or dying and comfort to their peers and family members. - Attends rounds, meetings, conferences, lectures, and participates in Treatment Team conferences.			
10%	Participates in meetings with fellow chaplains to discuss religious matters, patient care and treatment, and operational issues of mutual concern.			



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Other Information	SUPERVISION RECEIVED: Under the direct supervision of the Program Assistant. SUPERVISION EXERCISED: Provides guidance to interns and volunteer as well as patients in treatment groups and those assisting with worship services. KNOWLEDGE AND ABILITIES: <u>KNOWLEDGE OF:</u> Human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation. <u>ABILITY TO:</u> Provide Protestant religious 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; analyze situations accurately and adopt an effective course of action. REQUIRED COMPETENCIES: <u>INFECTION CONTROL:</u> Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. <u>SAFETY:</u> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. <u>CPR:</u> Maintains current certification. <u>AGE SPECIFIC:</u> Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+) <u>THERAPEUTIC STRATEGIC INTERVENTION:</u> Applies and demonstrates knowledge of correct methods in TSI. <u>RESTRAINT/SECLUSION:</u> Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. <u>CULTURAL AWARENESS:</u> Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively. <u>SITE SPECIFIC COMPETENCIES:</u> Knowledge of and attitude consistent with the Recovery Philosophy of service delivery, including the Stages of Change, Structured Treatment Program, and Treatment Plan based on the patient's
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involvement in working with the Treatment Team to design that patient's own recovery in a holistic approach.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Skills to provide religious counseling and conduct special religious services and memorial services, etc.

LICENSE OR CERTIFICATION:

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

Employees in this classification must be currently ordained, duly accredited by, and in good standing with a nationally recognized Protestant denomination.

TRAINING – Training Category – Specific to Chaplain Discipline:

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

Report to work on time and follow procedures for reporting absences; Maintain a professional appearance; Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date