

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 5/20/2026
Employee Name	Division Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-360-9768-001	Unit Recovery and Mall Services		
Class Title Muslim Chaplain (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	Work Week Group E	Class Ranges

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Muslim Chaplain is responsible to provide for spiritual services for the DSH-A Islamic patients. The Muslim Chaplain leads worship services and prayers, conducts interviews, provides guidance and counsels the patients on ethical, moral, and spiritual matters. In addition, the Chaplain will make arrangements to visit patients who request a unit visit and who are unable to attend ceremonies/services independently; will work with the patients in group activities; attends team meetings as needed; and may work collaboratively with Social Workers to counsel families on religious program and services. The Muslim Chaplain will also work collaboratively with other Chaplains.

Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

50%	<p>Delivery of Services: Consult with hospital Clinical, Administrative, and RMS staff about general or individual religious issues such as religious dietary requests that require the attention of the Interdisciplinary Team and Nutrition Services; the review and approval of vendors, religious items, and/or materials; providing staff and patient education. Conduct quality Islamic religious ceremonies, services, and groups. Provide spiritual counseling, visitation, and teaching to patients unable to attend activities off the unit as scheduled. Work cooperatively with the other Chaplains to provide spiritual services and groups.</p> <p>Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.</p>
30%	<p>Administrative / Organizational Duties: Perform administrative and institutional duties, following policies and procedures necessary to safely provide spiritual services. Direct the provision of regularly scheduled Muslim services and ceremonies. Participated in scheduled RMS meetings, Interfaith meetings and training. Order necessary supplies to provide quality Muslim services and ensures</p>

	proper and organized storage of these supplies. Effectively communicate with supervisor, Interfaith Team, and Treatment Teams.
15%	Relationship Security: Support the hospital's Relationship Security Program through ongoing monitoring of self and others to prevent boundary issues from escalating into breaches and policy violations.
5%	Other Duties: Submit budget and Performance Improvement recommendations to improve Muslim Services. Assist with providing services to patients from a variety of faith groups. All other duties and special projects as assigned consistent with this classification.
Other Information	<p>Supervision Received: The Chaplain is under the direct supervision of the Recovery and Mall Services Program Assistant.</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; purposes of mental and correctional institutions; methods of rehabilitation.</p> <p>ABILITY TO: Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents; analyze situations accurately and adopt an effective course of action.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p>

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Applies and demonstrates knowledge of the following:

Possess knowledge of a variety of RMS Area Specific Orientation & Training procedures and guidelines.

Demonstrates appropriate interactions with patients and maintain therapeutic boundaries.

TECHNICAL COMPETENCIES

Demonstrates the ability to properly utilize and account for various items: operate TV/VCRs and misc. audio equipment; spiritual items and materials

LICENSE OR CERTIFICATION

It is the employee's responsibility to remain ordained, duly accredited by, and good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. Any failure to do so may result in termination from Civil Services.

TRAINING CATEGORY - 3

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

PHYSICAL DEMANDS – See attached

	<p>WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.</p>
	<p>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).</p> <p>_____</p> <p>Employee Signature _____ Date</p> <hr/> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

**Physical Requirements of Position
Muslim Chaplain (9768)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmates, patients, or clients				X		
With co-workers			X			
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					