

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 455-360-9919-001	Unit Recovery and Mall Services		
Class Title Jewish Chaplain (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID 19	Work Week Group E	Class Ranges

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Jewish Chaplain is responsible for providing spiritual and moral guidance to the Hospital's Jewish patients. The Jewish Chaplain interviews and counsels' patients on ethical and moral, and spiritual matters; conducts Jewish services and rituals as needed; and organizes and instructs classes in Jewish religion, ethics, and sacred music. In addition, the Chaplain will make arrangements to visit the sick and other patients who request a visit and who are unable to attend ceremonies/services independently; will work with the patients in group activities; attends team meetings as needed; work collaboratively with Social Workers to counsel families on religious programs and services, as needed; and will also work collaboratively with other Chaplains. Incumbents ensure public property is protected and safe.

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

60%	<ul style="list-style-type: none"> • 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. • Inventories and orders all supplies used in their services/ceremonies and keeps them organized and secured when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband • Oversees the handling of supplies used in their services/ceremonies to ensure they are used properly and safeguards the patients, staff, and public from any incidents • Directly conduct quality Jewish religious ceremonies, services, and groups with patients • Provide spiritual counseling, visitation, and teaching directly to patients unable to attend activities off the unit as scheduled • Work cooperatively with the other Chaplains to provide spiritual services and groups
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	<ul style="list-style-type: none"> • Cooperates with other staff members in carrying out the institution treatment program • Counsels with families on problems involved in rehabilitation • Maintains security of their work area and work materials and inspects the premises/area for contraband to safeguard DSH staff and the public • 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.
30%	<ul style="list-style-type: none"> • Perform administrative and institutional duties, following policy and procedures necessary to safely provide spiritual services • Direct the provision of regularly scheduled Jewish ceremonies and services • Effectively communicate with supervisor, Interfaith Team, and Treatment Teams
5%	<ul style="list-style-type: none"> • Support the hospital's Relationship Security Program through ongoing monitoring of self and others to prevent boundary problems from escalating into breaches and policy violations.
5%	<ul style="list-style-type: none"> • Submit budget and Performance Improvement recommendations to improve Jewish 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: Under the direct supervision of the Recovery 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 Jewish 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>

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.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

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

Possess knowledge of RMS Area Specific Orientation & Training, policies and procedures. Demonstrate appropriate interactions with patients and maintain therapeutic boundaries.

TECHNICAL COMPETENCIES

Demonstrate 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 maintain good standing with a recognized California Rabbinical body or maintains endorsement by the Board of Rabbis of Northern or Southern California. 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

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.

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 _____
 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's Signature _____
 Date

Reviewing Supervisor's Signature _____
 Date

**Physical Requirements of Position
Jewish Chaplain (9919)**

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					