

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

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		RPA #	C&P Analyst Approval	Date
Employee Name		Division Department of State Hospitals		
Position No / Agency-Unit-Class-Serial 502-480-9916-XXX		Unit Enhancement Services		
Class Title Catholic Chaplain		Location DSH-Patton		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID 19	Work Week Group: E	Pay Differential
Other Under the direction of the Program Assistant, the Catholic Chaplain interviews and counsels patients on ethical and moral problems, and spiritual matters; provides spiritual service; celebrates Mass, administers the Sacraments, conducts other Roman Catholic religious 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 patients' recovery, treatment groups, and the patient 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 Individuals 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; serves when designated as a member of or consultant to the hospital's committee system.				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
60%	- Prepares and conducts Catholic services, regular and seasonal, and other related commitments. - Develops and provides 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 Catholic 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> Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene; purposes of mental and correctional institutions; methods of rehabilitation. <u>ABILITY TO:</u> Organize, prepare, and conduct Roman Catholic 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; use spiritual assessment, planning, intervention, and evaluation in the clinical setting; understand and help others discover meaning in the experiences of suffering grief and loss; understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices; provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances; integrate pastoral theology with pastoral practices; assist and support others in the application of their own values in decision making; communicate effectively through active listening and responding. 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.
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CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES: Knowledge of and attitude consistent with the Wellness and Recovery Model of service delivery, including the Stages of Change, Structured Treatment Program, and Treatment Plan based on the patient's 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.

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 good standing with the Roman Catholic Church and approved by the Bishop of the diocese in San Bernardino.

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.

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

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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