

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER	POSITION NUMBER (Agency-Unit-Class-Serial) 180-229-9922-002	MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/COMMUNITY RESOURCES- RELIGIOUS SERVICES	CLASSIFICATION TITLE PROTESTANT CHAPLAIN	
	WORKING TITLE PROTESTANT CHAPLAIN	
	TIME BASE / TENURE FULL TIME/ PERMANENT	CBID R19
	WWG E	COI Yes ☐ No ☒
LOCATION WASCO, CA	INCUMBENT	EFFECTIVE DATE
CDCR'S MISSION and VISION		
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.		
CALIFORNIA MODEL		
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.		
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION		
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.		
DIVISION OVERVIEW		
The Protestant Chaplain requires independent performance of a wide variety of religious tasks. Works independently exercising a high degree of initiative and independent judgment in initiating and altering work process to complete tasks on a daily basis. Provides spiritual counseling to the incarcerated population. Conducts religious services and religious rites. Arranges programming conducted by visiting religious and allied groups. Is an integral participant in the Religious Review Committee. Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation to protect and maintain the safety of persons and property. Prevents escapes and maintains security of Chapel areas. Inspects premises for signs of weapons or contraband.		
GENERAL STATEMENT		

Under the direct supervision of the Community Resources Manager, the Protestant Chaplain has the responsibility for the coordination of all Protestant religious services to incarcerated individuals, while providing assistance to fellow Chaplains for all other religions active at Wasco State Prison-Reception Center.

% 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.
40%	Counsels incarcerated individuals on ethical and moral problems and spiritual matters; participates in the development and implementation of re-entry programs. Makes determination based on constantly changing policy, workload, and deadlines to meet the institutional needs. Instructs and supervises religious volunteers assigned to them. Keeps records, prepares reports and documents of work completed or in progress. Maintains security of working areas and work materials.
35 %	Works independently performing spiritual counseling, prepares and conducts religious services and administers religious rites to the incarcerated population. Prepare and arranges programs conducted within the institution by visiting religious and allied groups. Prepares lectures and communicates with various groups or individual people in matters of religious importance.
20%	Supervises and facilitates arrangements for incarcerated marriages within guidelines of department policy and state laws. Conducts interviews for religious diets or religious diet violations. Completes tool inventory at the beginning, middle, and end of each shift, for all tools.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Attend all mandatory In-Service-Training. Other duties as required.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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