CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CSP-Solano	674-229-9912-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Native American Spiritual Leader			
	WORKING TITLE			
State of California Department of Corrections and Rehabilitation California State Prison - Solano	Native American Spiritual Leader			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R19	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Vacaville, California				

CDCR'S MISSION, VISION and COMMITEMENT

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.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.

GENERAL STATEMENT

Under the direct supervision of the Community Resources Manager, The Native American Spiritual Leader interviews and counsels incarcerated persons on ethical and moral problems and spiritual matters; prepares and conducts Native American religious services, to include ceremonial sweats, drum ceremonies, and POW WOWS. The Native American Spiritual Leader organizes and instructs classes in Native American religious/cultural teachings, religion, ethics, and sacred music; cooperates with other staff members in carrying out the institution programs; supervises the arranging of programs conducted in institution by visiting religious groups; visits the sick; counsels with families on problems involved in rehabilitation. The Native American Spiritual Leader explains and interprets the institution's religious program to community groups; serves, when designated as a member or consultant to the institution's classification committee and does other work as required.

% 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.
30%	Administration of Native American programs; recruiting, training and supervising community religious volunteers and student interns for the general Native American program and facilitates the multi-faith religious needs of incarcerated persons who are adherents of a variety of other faith groups; prepare reports, maintain records, and supervise office staff of incarcerated person clerks.
30%	Provide group and individual Native American counseling on a routine basis, and in crisis situations including delivering death notices. Make chaplain visits to incarcerated people who cannot come to the chapel.
20%	Plan and conduct Native American worship and administer tenants. Participate as an active member of the Religious Advisory Committee.
10%	Plan and conduct religious education programs.
5%	Maintain contact with the general religious community through participation in local interdenominational ministerial associates, tribal organizations and individual chaplains who have members in the institution. Maintain the leader's own professional standing and Native American community's endorsement with his/her own denomination, including continuing professional education and participation in denominational and professional meetings, conferences, and retreats.
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.

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

674-229-9912-001

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**