

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM KERN VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 915-229-9916-201		MCR / HCR	
DIVISION / UNIT Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison / Business Services/Community Resource Manager/Religious Services		CLASSIFICATION TITLE Catholic Chaplain			
		WORKING TITLE Catholic Chaplain			
		TIME BASE / TENURE P/FT	CBID R19	WWG E	COI Yes ☐ No ☒
LOCATION Kern Valley State Prison, Delano, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>					
DIVISION OVERVIEW					
<p>The mission of the Region III institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.</p> <p>You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.</p>					

GENERAL STATEMENT	
<p>Under the direction of the Community Resource Manager, the Catholic Chaplain interviews and counsels incarcerated persons on ethical and moral problems and spiritual matters. Celebrates Mass, administers the Sacraments, and conducts other Roman Catholic religious rites as needed by institution residents. Organizes and instructs classes in Roman Catholic religion, ethics, and sacred music; supervises the arranging of programs conducted in the institution by visiting religious and allied groups. Counsels with incarcerated people regarding family problems; cooperates with custody/program staff in the evaluation and counsel of emotionally traumatized incarcerated people; maintains required logs and prepares daily, monthly, and quarterly reports. Serves when designated, as a group member of or consultant to classification committees; works with incarcerated persons groups and incarcerated persons activities. The Catholic Chaplain is responsible for the religious diet program. The Catholic Chaplain is also responsible for the supervision and timekeeping for two (2) to four (4) incarcerated chapel clerks.</p>	
% 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.
35%	Counsels incarcerated people on ethical and moral problems and spiritual matters. Supervises work of two incarcerated person clerks. Prepares and conducts religious services and administers religious rites; visits the infirmary and segregated incarcerated people; organizes/instructs religious classes.
35%	Preparing and arranging programs conducted within the institution by visiting religious and allied groups; distributes religious literature; maintains logs and prepares monthly/quarterly reports.
10%	Develop with the supervisor an individual training plan and attend In-Service Training as required by the institution and department to fulfill the yearly training agreement. Attend all meetings, training, and seminars, as needed or required. Perform other duties as required.
10%	Supervision and direction of Incarcerated workers. Provide directions to incarcerated people for completion of various job duties. Prepares incarcerated persons disciplinary reports and counseling chronos. Maintains Incarcerated persons work incentive records and reports. Prepares daily timecards and time sheets for assigned incarcerated workers; maintain timecards and payroll of the incarcerated workers. Assigns incarcerated persons pay numbers, monitors and evaluates incarcerated persons performance. May supervise up to four (4) incarcerated people.
5%	Performs special projects and assist with other duties as required. Responsible for maintaining the confidentiality of the highly sensitive and complex issues in Community Resources. Responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and submitting required documentation for absences to 998-A. Ensures the required 40 hours of In-Service Training (IST) is met each year by attending IST classes, completing the monthly IST Bulletin quiz, document all on-the-job training.
5%	<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner.</p> <p>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.</p>
SPECIAL PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none">• 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	

<ul style="list-style-type: none">CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
<ul style="list-style-type: none">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:		
<ul style="list-style-type: none"><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE