1/DCALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-229-9919-001			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Jewish Chaplin			
	WORKING TITLE			
Community Resources Office	Jewish Chaplin			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R19	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Various Yards				

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.

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.

DIVISION OVERVIEW

Under the direct supervision of the Community Resources Managers Office.

GENERAL STATEMENT

Under the direction of the Community Resources Manager, the Jewish Chaplain provides religious services, interviews and counseling to incarcerated individuals. Prepares and conducts religious services and administers religious rites. Organizes and instructs classes in religious ethics and sacred music. Supervises the arranging of programs conducted in the institution by visiting religious and allied groups. Serves when designated, as a member of or consultant to classification committees. Works with incarcerated individual groups and incarcerated individual activities. Provides supervision of assigned incarcerated workers.

% 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%	Prepares and conducts religious services and administers religious rites.
30%	Counsels' incarcerated individuals on ethical and moral problems, spiritual matters and family problems. Participates actively in the development and implementation of reentry programs. Performs marriages within the guidelines of departmental policy and State laws.
20%	Prepares and arranges programs conducted in the institution by visiting religious and allied groups. Participates as a member or consultant in classification review committees regarding incarcerated individuals.
10%	Supervises assigned incarcerated workers in performing their duties. Responsible for completing incarcerated individuals work incentive timecards, training, evaluating and documenting incarcerated individuals' behavior. Prepares communication with various groups or individual people in matters of religious importance. Assists in obtaining the necessary articles for meaningful participation in religious activities.

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 prison incarcerated individuals, 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

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