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
Calipatria State Prison	178-229-9912-002			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Native American Spiritual Leader			
	WORKING TITLE			
Division of Adult Institutions / Religious Services	Native American Spiritual Leader			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R19	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Calipatria, CA (Imperial County)				

CDCR'S MISSION, VISION and COMMITMENT

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

Strive to enhance the safety and wellness of our staff, community and incarcerated people for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under the direction of the Community Resources Manager (CRM), the Native American Spiritual Leader interviews and counsels inmates on ethical and moral problems and spiritual matters; prepares and conducts religious services and administers religious rites; organizes and instructs classes in religious and sacred music; counsels with inmates regarding family problems; serves when designated, as a group member of, or consultant to, classification committees; work with inmate groups and activities; is responsible for ensuring compliance with the rules and regulations regarding the ceremonies of the Native Americans; supervises inmate clerks.

% 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%	Organizes, prepares, and instructs classes in Native American spiritual belief and practice. Provide direct and constant visual of the sweat lodge areas during the time the inmates are participating in the Sweat Ceremony.
25%	Counsel inmates on ethical and moral problems, and spiritual matters, regardless of faith. Counseling includes but not limited to issues regarding martial and family problems, grief, death and problems involving pre-release. Respond to requests for interviews from inmates. Respond to requests for Special Religious Diets.
25%	Assist in the facilitation and support of religious/spiritual needs all assigned religious groups. Solicit and secure donated items for the assigned religious groups and sweat ceremonies.
10%	Process inmate appeals, answer correspondences, communicate with other agencies. Prepare paperwork for religious feasts of the assigned religious groups. Supervise and keeps time for at least two (2) inmate clerks. Provides on-the-job training and work performance evaluation of chapel clerks and chapel porters.
5%	Attends a combination of 40 hours In-Service Training/On-the-Job Training annually. Serves as a consultant to classification committees when designated. Attend and/or provide appropriate staff training and other related duties as required.
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 inmates, visitors, nonemployees and employees shall be made aware of this.
- Non-Essential Duties and Responsibilities include, but are not limited to the following.
- **Inmate Supervisory Responsibilities:**
  When inmate labor is utilized, the Native American Spiritual Leaser is responsible for supervising inmate conduct, maintaining strict control over materials which could be used to make weapons; maintaining time cards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.
- **Qualifications:**
  To perform this job successfully, and individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:**
  Currently recognized as a spiritual leader and in good standing with his/her Native American Tribe, Nation, Band or Rancheria (All candidates must attach to their application a letter of certification of good standing issued by his/her Native American Tribe, Nation, Band or Rancheria).
  And Experience: Two years of experience as a recognized Native American Spiritual Leader practicing in a setting recognized by his/her Native American Tribe, Nation, Band or Rancheria.
- **Language Skills:**
  Ability to read, analyze, and interpret policies and procedures; to effectively present religious education and information to inmates, public groups, and management.
- **Mathematical Skills:**
  Ability to apply basic mathematical concepts such as addition, subtraction, fractions and percentages.

- **Reasoning Ability:**
  Ability to analyze situation accurately and adopt and effective course of action.
- **Other Skills and Abilities:**
  Ability to provide Native American services and instruction in ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents from a variety of denominational backgrounds; and to maintain regular attendance and be punctual.
- **Other Qualifications:**
  Knowledge of Native American ceremony or cultural events; human development, particularly of aberrant behavior and the elements of emotional maturity; purposes of mental and correctional institutions; methods of rehabilitation.
- **Special Personal Characteristics:**
  Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.
- **Physical Demands:**
  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Machines, Tools, Equipment, and Work-Aids:**
  Office supplies, computer, printer, VCR, television, and religious instructional materials.
- Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by discussion of the duties with the incumbent.
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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