



CLASS SPECIFICATION

Class Code: 18677
Date Est: 10/2019
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

DETENTION CHAPLAIN ASSISTANT

DEFINITION

Under general supervision, provides assistance in coordinating ministry and the spiritual needs of inmates in a detention setting; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in pastoral counseling, theology, religious studies or closely related field AND two years of experience as a spiritual leader in a recognized faith tradition in a formal setting; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Possession of current ordination license or ecclesiastical endorsement in good standing is required at the time of application.

A valid driver's license may be required at the time of appointment.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, schedule and deliver spiritual and religious needs and care to inmates.

Manage religious programs and administer spiritual material and resources.

Minister to inmates in time of crisis, such as serious illness, suicide, or family crisis; contact and notify next of kin in cases of grave illness and death as outlined by department policies.

Answer and or approve/disapprove inmate requests for special diets, books and other faith-based requests.

Advise and make recommendations to detention administration on inmate special dietary requirements dictated by documented religious customs.

In conjunction with the Detention Chaplain, procure faith-based books, Bibles, and other literature from publishers and churches for the inmates.

Provide monthly report with number of items procured and provide thank you letters/receipts on behalf of the Washoe County Sheriff's Office for all donated items.

Maintain records/attendance of all in-house religious services.

Write correspondence, memoranda, administrative summaries, reports and documents.

Maintain Washoe County Sheriff's Office Religious Practices Resources Guide and Reference Manual Which includes a list of all current faith practices recognized by the Washoe County Sheriff's Office.

Develop outreach material for inmates to be distributed in the housing units.

Ensure a schedule of all faith-based activities be prepared and posted in each housing unit, program area, on bulletin boards, Area Controls, Central Control, Visiting, Cashier, and emailed to all appropriate user agencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Laws, ordinances, codes and regulations governing the Washoe County Sheriff's Offices services, programs and functions.

Departmental and countywide policies and procedures including personnel and management policies.

Theories and practices of detention management and criminal rehabilitation in a program of applied religion for inmates.

Theologies, doctrines, liturgies, scriptures, observances and practices.

Cultural diversity, interpersonal relationships, group dynamics and personality development.

Individual and group techniques of crisis counseling.

Law enforcement terms and acronyms.

Management information systems and software programs used in assigned areas.

Ability to:

Counsel and minister to the spiritual and faith-based needs of inmates.

Work harmoniously with staff and others responsible for carrying out programs and objectives of the facility.

Preparing and conduct faith-based services and activities.

Entry Level *(Applicants will be screened for possession of these through written oral, performance or other methods and techniques)*

Knowledge of:

Practices of diverse faith groups.

Social, economic, personal, and other barriers facing inmates in confinement.

Computer software including word processing, spreadsheets and email.

Modern office practices, methods, and procedures.

Methods and techniques of record keeping.

Ability to:

Read, interpret and apply pertinent laws, statutes, codes and regulations, including administrative and departmental policies and procedures.

Effectively determine work priorities, procedures, and processes to meet schedules and timelines.

Use a variety of computer software systems.

Be tolerant, respectful and patient with individuals of various faiths.

Research and approve religious requests from inmates, i.e. special food, books, etc.

Build and establish rapport and instill confidence with inmates and families from a wide range of socio-economic backgrounds.

Exercise emotional control, remain calm, think clearly and act professionally and decisively while dealing with stressful situations and/or difficult clients.

Exercise good judgment, flexibility and creativity in response to changing situations and needs.

Conduct faith-based services and activities.

Accurately compile data and submit a variety of comprehensive reports.

Maintain confidentiality of data and information.

Communicate in a clear, concise manner both orally and in writing.

Interact with a variety of individuals under potentially stressful situations.

Establish, foster and maintain positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Candidates must:

- Pass a computer voice stress analysis (CVSA) examination and background investigation.
- Submit a set of fingerprints.
- Complete and submit a personal history statement.
- Attach current ordination license or ecclesiastical endorsement in good standing at time of application which must be maintained as a condition of continuing employment.
- Be available to work a flexible schedule, as needed, in accordance with the operations of a twenty-four-hour facility, including monitoring of evening and weekend faith-based programs and ability to respond to emergent situations.
- Be able to work in a detention facility environment; tolerate exposure to noise, hostility and communicable disease.
- Must be able to sit, stand, walk moderate distances, push, crouch, stoop, twist upper body, lift approximately 50 lbs. and distinguish between colors.
- Be able to use office equipment including computers, copiers, multi-function telephone and fax machines.
- Be able to deal directly with arrestees/and visitors in a detention center environment and tolerate exposure to noise and hostility.
- Maintain required certifications and training as required of all civilians employed by Washoe County specifically, at the Washoe County Detention Facility.
- Attach transcripts or training documentation at the time of application in order to receive credit toward degree requirements.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.