

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR CHAPLAIN

JOB CODE: 20030	PAY GRADE: 16	PAY RANGE: \$49,650 - \$79,439
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GENERAL DESCRIPTION

Under the general direction of a Lieutenant, the main focus of this position is to provide administrative oversight of all aspects of religious programs for inmates as required by law. The position supervises other chaplains and staff, and ministers inmates. Additionally this position develops and maintains communications with religious groups community-wide and approves donations of materials/equipment for use in religious programs. The position ministers to inmates. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Directs the day-to-day activities, operations of staff, religious volunteers and visiting clergy providing services to incarcerated persons
- Screens, approves, trains, supervises, and coordinates activities of staff, lay, and clergy volunteers from faiths represented by the inmate population
- Answers and follows-up on ASK Request forms
- Approves volunteers and visiting clergy via background checks and credentials
- Serves as the religious/spiritual resource to inmates and staff relating to religious requests or questions
- Provides religious counseling and guidance to inmates and their families as needed
- Serves as liaison in the development of consistent inmate religious programs; evaluates and structures religious service delivery to the inmate population and complies with laws pertaining to such
- Prepares budgets, memos, policy and procedures briefs for monthly meetings
- Provides and performs death notifications to inmates

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- Conducts visitation activities of inmates at jail, at the request of staff, family, clergy, or community members
- Performs "on call" chaplain duties and compiles rotation schedules
- Approves special religious diet requests and determines legitimate religious practices includes assessing bodies of supporting literature outlining religious principles and practices
- Approves all religious publications, religious symbols or congregate worship/religious services to ensure it meets criteria for safety and security
- Follows-up on messages left on phone system and emails
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with a Master's Degree in a related field
- Four (4) years' experience as a Chaplain or in a related ministerial field
- Supervisory experience is preferred
- Or equivalent combination of education and experience
- Ordained Clergy; The American Association of Christian Counselors (AACC), American Correctional Chaplains Association (ACCA)
- Typing speed of 25 wpm
- Proficiency in Microsoft Office products
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Pastoral counseling and the ability to apply this knowledge for one-on-one personal contact
- Knowledge of counseling skills, to include grief counseling, stress management, interpersonal skills, and group dynamic
- Knowledge of Critical Incident Stress Management (CISM) for intervention in regards to inmate suicide
- Knowledge of computers to include basic and specialized software programs
- Training skills to provide up-to-date chaplaincy training, training of religious volunteers,



visiting clergy and new chaplains

- Communication skills, both oral and written to work with visitors, handle phone requests, radio calls, email and department memos
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hour per day
- Walk up to 2 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist