

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CHAPLAIN – P/T

**JOB CODE: 29025**

**PAY GRADE: 14**

**PAY RANGE: \$21.11/HOUR**

### GENERAL DESCRIPTION

Under the supervision of the Senior Chaplain, the main focus of this position is to provide spiritual guidance and ministry to inmates at the county jail through counseling, services, and support. The position assists the Senior Chaplain with various projects, training, and provision of community services, as they relate to inmates. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Counsels inmates at the county jail through staff referrals, community and/or individual requests;
- Provides a “ministry of presence” throughout the jail in being available for inmate intervention, mediation, “on the spot” counseling, and conduct religious worship services or studies as needed;
- Responds to inmate requests for a Special Religious Diet by interviewing, investigating, assessing, and making recommendations for Senior Chaplain approval;
- Provides and performs death notifications to inmates, which includes crisis intervention skills, as well as, accommodation and compassion;
- Performs assigned projects, such as volunteer appreciation banquet/training, up-to-date worship services, and updates religious volunteer lists;
- Oversees religious volunteers;
- Performs “on call” chaplain duties;
- Mentors/guides/directs new volunteer chaplains, and visiting clergy;
- Submits and compiles monthly/yearly INTERACT and other various reports;
- Represents Senior Chaplain when he/she is unavailable;
- Briefs/orients new religious volunteers and new staff regarding the role of the Chaplain;
- Participates in Sheriff’s Office recruitment and community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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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 Bachelor's Degree in a related field
- Three (3) years' experience as a Chaplain or in a related ministerial field
- Or equivalent combination of education and experience
- Ordained Clergy; AACC, ACCA membership
- 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**

- Provides for the spiritual needs of a diverse inmate population of various faith groups by using Pastoral counseling skills in order to provide spiritual guidance with personal problems, grief, stress issues, and interpersonal intervention
- Mediation skills as applied when inmate personalities clash, tempers flare, situations escalate and when Chaplain intervention is requested or needed
- Clerical, computer, communications skills and strong writing abilities to conduct interviews and memorandums
- Ability to answer inmate and staff religious requests relating to inmates, overall policy changes, and special religious observances
- Flexibility in dealing with weekly work schedule changes
- 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 6 hours per day
- Stand up to 2 hour per day
- Walk up to 2 hours per day
- Frequently lift up to 10 lbs.

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- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist