

Job Description: Director of Chaplaincy Services

Allegheny County Jail - Comprehensive Version

1. Chaplain's Staff

- train, supervise and evaluate all members of the Allegheny County Jail Chaplain's staff and HOPE staff, including salaried and contract chaplains. This includes updating respective job descriptions, maintaining work-time log records, keeping personnel files, conducting annual written evaluations, documenting reception of CASP personnel policies and jail property (office and elevator keys, ID badges, scanner cards), submitting payrolls, recommending salary adjustments or dismissal.
- monitor reimbursements of staff expenses
- convene regular Chaplain's staff meetings and build teamwork among staff.
- supervise HOPE program director, Aftercare coordinators, recruiters and trainer.
- monitor vacation requests and paid time off

2. Christian Associates: Staff & Committees

- attend and report (as necessary) to CASP staff, council and/or board of delegate meetings as requested by the CASP Executive Director.
- attend all meetings of the Jail Chaplaincy Project Committee, preparing a monthly report, assisting the respective chair with agenda setting, ensuring that respective meeting minutes are taken and distributed, maintaining updated roster lists, and prepare any written documents (budgets, expenditures, annual reports, etc.) as requested.
- attend HOPE Foundation meetings preparing rosters, written documents and monitoring financial reports.

3. Jail Administration

- attend Jail Administrative meetings as requested by the Warden and/or Director of Inmate Programs.
- prepare and submit a monthly report to the Warden, Director of Inmate Programs and Allegheny County Oversight Board, highlighting participation of inmates, correctional officers, and volunteers in programs sponsored by the Chaplains' Office.
- coordinate and/or participate in special events as requested by the Warden (e.g. Annual Memorial Service, Correctional Employees Week activities, Correctional Officer Graduation, G.E.D. Graduation).
- work to ensure that the Allegheny County Jail Chaplaincy Program meets the standards as required for accreditation by the American Correctional Association.
- contribute, as requested, articles for the Jail Administration newsletter and/or Annual Report.

4. Religious Services, Instruction, Diets & Articles

- advocate for, schedule, supervise and keep accurate records of weekly and special religious services for members of the Protestant, Catholic, Muslim, Jehovah's Witnesses, and Jewish faith traditions. Coordinate and secure spiritual care for inmates who are of other religions (Native American, Hindu, Buddhist, etc.) Conduct/supervise services of the Protestant faith in coordination with the Protestant Chaplain as needed.
- recruit, train and monitor staff and volunteers to ensure that inmates of the religious faiths noted above have access to attend weekly services and/or religious instructional times.
- in absence of Chaplain's Staff, and with approval from Jail Administration, provide supervision of inmate-led services (e.g. Muslim Jumah services).
- periodically monitor the make-up of the religious faiths represented in the jail to ensure that the religious rights of inmates to gather for worship and to practice their faith are not being compromised.
- advocate for religious diets to be honored by the Jail in cooperation with food service.
- solicit donations of approved religious holy books and articles to be made available to the inmate population.
- investigate and respond in writing to all inmate complaints whereby an inmate claims his/her religious rights are being compromised.

5. Pastoral Care

- ensure that lock-in pods are visited by a member of the chaplain's staff weekly.
- ensure that clergy/qualified lay persons have access to meet their parishioners who are incarcerated through serving as Religious/Spiritual Advisors. Keep updated files and document number of visits.
- ensure that Chaplain's Staff and volunteer chaplains are key players in facilitating news and documenting special visits surrounding deaths and critical illnesses in inmates' families.
- develop curriculum and resource materials for the purpose of orienting new inmates to the services available to them by the Chaplain's Office.
- recruit, train, schedule, supervise and monitor the effectiveness of volunteer chaplains to assist in providing an inter-faith pastoral presence on each pod in the jail.
- work with Befriend and (HIV+/AIDS) inmate program volunteers to ensure that inmates who desire support are matched with a caring volunteer.

6. Acts of Charity & Justice

- solicit for financial and in-kind donations to CASP earmarked for the Chaplain's Office and HOPE program, via newsletters and direct mailings to active volunteers and donors.
- maintain up-to-date record of Jail Chaplaincy Program expenses and income.
- secure hygienic/stationery items for Chaplain's Indigent care packages.
- provide indigent inmates with reading glasses as needed.

7. Special & Seasonal Events

- advocate the scheduling of seasonal events, including but not limited to: Angel Tree, Lydia's Place Holiday Parties, Jubilee Association Christmas Outreach, Christmas card & gift distribution, Christmas Caroling & Cookies Event, solicit for donations for the above, secure staff and volunteer assistance.
- advocate the scheduling of special events: gospel concerts, seminars and other events as deemed appropriate and beneficial to the inmate population served.
- support the development to provide pre- and post-release care to those incarcerated in the Allegheny County Jail through networking with other community ministries and organizations (H.O.P.E., Lydia's Place, Jail Collaborative).

8. Training & Appreciation

- provide leadership to "Orientation to Prison Ministry" training sessions for prospective new volunteers.
- give leadership to periodic in-services for volunteer and staff chaplains.
- provide primary leadership to the planning of an annual appreciation celebration for religious volunteers.

9. Community Outreach

- serve as a referral resource to family members of those incarcerated.
- serve as the primary voice representing the Chaplain's Office in responding to community requests for speaking engagements.
- edit and oversee bulk mailing of the "Prison Partner" newsletter.
- foster positive rapport with members of the Downtown Ministerium, the Pennsylvania Prison Chaplain's Association, and other helpful resources.

10. Correctional Officers

- give leadership to all aspects of outreach and in-service training to correctional officers.
- develop curriculum for and conduct a comprehensive orientation to new correctional officers to the workings of the Chaplain's Office.
- direct the Chaplain's Office "Taste of Summer" Ice Cream Social and Annual Memorial Service for Correctional Employees Week.

- secure relevant pamphlets of interest to correctional employees for placement in the jail’s employee lounge.
- secure token holiday gifts for correctional employees.
- as much as possible represent Chaplain’s Office in paying respects to deceased family members of correctional officers.
- send appropriate sympathy; get well cards to officers who are experiencing a crisis.

11. Miscellaneous

- keep files of all records of the Jail Chaplaincy Program.
- maintain a historical record, highlighting key activities of the Chaplain’s Office.
- fill in for services rendered by Chaplain’s Staff members during their absence due to vacation, illness, personal days (as needed).

Accountability

The Director of Chaplaincy Services is accountable to the Executive Director of Christian Associates of Southwest Pennsylvania (CASP) in coordination with the Jail Chaplaincy Project Committee of Christian Associates of Southwest Pennsylvania and the Warden (or his/her designee) at the Allegheny County Jail.

Qualifications:

1. MDiv. or equivalent degree in theology or practical ministry, preferably including at least one unit of Clinical Pastoral Education (CPE)
2. Prior experience in jail/prison ministry
3. Proven interpersonal and administrative skills
4. Ordination in a recognized Christian denomination/communion, preferably one that is a member of Christian Associates
5. Letter of endorsement by ecclesiastical supervisor.

Approved by Council of Bishops and Judicatory Executives 12-09-09

Job Description: Director of Chaplaincy Services

Allegheny County Jail - Abbreviated Version

1. Chaplain's Staff

- supervise and evaluate all members of the Allegheny County Jail Chaplain's staff and H.O.P.E. staff.

2. Christian Associates: Staff & Committees

- represent Chaplain's Staff at all CASP staff, council, board, and committee meetings
- serve as a resource on jail ministry to judiciatories in the broader CASP community

3. Jail Administration & Corrections Staff

- serve as the liaison to the Jail Administration for all aspects of the jail chaplaincy program
- give leadership to correctional officer outreach, training, and special events
- ensure that chaplaincy program meets state and federal legal requirements

4. Religious Services, Instruction, Diets & Articles

- oversee the scheduling of weekly religious services and instructional opportunities for members of the Protestant, Catholic, Muslim, Jehovah's Witnesses, Jewish faith traditions.
- periodically evaluate the chaplaincy program to ensure that it addresses the spiritual needs of the ever-changing inmate population.
- secure appropriate holy foods and appeal for donated devotional items and literature, as necessary

5. Pastoral Care

- oversee pastoral and crisis visitation to lock-in and general population pods
- oversee visits by Religious/Spiritual Advisors
- oversee orientation of new inmates to the services available by the Chaplain's Office

6. Acts of Charity & Justice

- solicit for donations to the Jail Chaplaincy Program, including H.O.P.E. program.
- maintain up-to-date record of Jail Chaplaincy Program and H.O.P.E. expenses and income
- oversee charity outreach of the Chaplain's Office
- oversee holiday and special events
- network with community ministries to provide pre- and post-release care to those in the ACJ.

7. Training & Appreciation

- recruit, schedule and train staff, interns and volunteers as needed to assist in chaplaincy program
- recognize contributions of religious volunteers annually

8. Community Outreach

- serve as a referral resource to family members of those incarcerated.
- oversee Chaplain's Office speaker's bureau.
- publish the "Prison Partners" newsletter

See ACJ Administrative Directives #22 & #33 in addition to addendum to this job description for a more comprehensive description of tasks and responsibilities.

Accountability

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Revised 11/15/09 LY