



## **Director of Chaplaincy Services Allegheny County Jail Position Description**

The Director of Chaplaincy Services is an employee of **Christian Associates of Southwest Pennsylvania (CASP)**.

This full-time, exempt position oversees, coordinates, staffs, and administers the ecumenical/interfaith chaplaincy ministry which provides for the religious needs of all inmates. No other outside employment is permitted.

This position requires a person with a M. Div. degree in theology or practical ministry, preferably including at least one unit of Clinical Pastoral Education (CPE); ordination or profession as a religious in a recognized Christian denomination/communion, preferably one that is a member of Christian Associates; prior prison ministry experience; proven interpersonal and administrative skills; and a letter of endorsement by ecclesiastical supervisor.

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

### **Allegheny County Jail Chaplaincy**

Allegheny County, PA contracts with Christian Associates of Southwest Pennsylvania (CASP) to provide for the religious needs of all inmates at the 2300 co-ed inmate county jail. In turn, CASP employs or contracts for staffing for this ecumenical/interfaith ministry and the pre-release/post-release ministry of the Foundation of HOPE. Currently the staff includes the Director, a full time Protestant Chaplain, a full-time Administrative Assistant, and contracted services for a Catholic Chaplain (3/4 time), Jewish and Muslim Chaplains. There are four part-time employees of the Foundation of HOPE ministry accountable to the Director.

The Director joins the staff in providing pastoral care for the inmates. The ministry is enhanced by a cadre of volunteer (ordained and lay) chaplains trained and supervised by the Director and staff, and over 350 regular volunteers.

When appropriate the Director and staff seek to minister to jail personnel.

The Job Description developed by the current Director and CASP Executive Director has been reviewed by the Jail Project committee and approved by the Council of Bishops and Judicatory Executives is attached as further information about the duties of the Director. The CASP Jail Project Committee understands that these are not totally definitive or exhaustive of the responsibilities of the position, but rather as descriptive of the range of duties.

Minority applicants are encouraged to apply for this position.

## **Application Process**

Resumes and supportive documentation shall be submitted by **February 15, 2010** to:

**Rev. Dr. Donald B. Green, Executive Director**  
**Christian Associates of Southwest Pennsylvania**  
**204 37<sup>th</sup> Street, Suite 201**  
**Pittsburgh, PA 15201**

Please include:

- Educational History, dates of graduation, major field of study, complete address and contact information for institutions of higher education attended.
- Work History, dates of employment, position held, description of responsibilities, reason for leaving employment, contact information for each employer.
- Description of prior jail/prison ministry experiences.
- Documentation of rostering in CASP member denomination/communion or a related national body.
- Letter from Bishop/Judicatory Executive confirming rostering and availability for call/employment.
- Names and contact information of three references, at least one shall be a supervisor or colleague from applicant's current ministry setting.
- Any criminal convictions.
- Salary history and compensation requirements.

CASP shall require all applicants to submit for processing a Pennsylvania Criminal History background check.

Additional questions may be directed to Rev. Dr. Donald B. Green, 412-688-9070 or [dgreen@casp.org](mailto:dgreen@casp.org).