

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHAPLAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide pastoral care and ministry service to inmates within any detention facility operated or controlled by the Sheriff's Office, employees of the Sheriff's Office, and where necessary/appropriate to the citizens of the County.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides counseling to inmates of the detention facility; refers inmates to pastors or churches; assists inmates during times of family crisis; assists in crisis prevention for inmates including depression, suicide attempts, discipline problems, and sexual attacks; counsels families of inmates.

Provides counseling to employees of the Sheriff's Department; visits sick and injured deputies and staff; acts as liaison between inmates and staff; provides critical incident debriefing for staff, public, and inmates; counsels family members of staff.

Assist victims of inmates and the public.

Verifies emergency information of inmates; notifies inmates of emergencies and deaths; notifies families of inmates of inmates' deaths; notifies public of deaths; escorts inmates to funerals, hospitals, etc. and coordinates transportation with warrant officer.

Recruits, trains and supervises volunteers for chapel services, visiting inmates, and educational programs; schedules pastor and minister visits.

Conducts and coordinates inmate religious services; oversees and coordinates adult education program; oversees and coordinates alcohol and drug education program; provides expert answers to religious questions; conducts prayers at special occasions; responds to written requests of inmates; receives and distributes religious materials, Bibles, etc. to inmates.

Acts as liaison between Sheriff's Department and religious leaders; serves on the County Crisis Response Team; make public presentations in churches, civic groups, and schools; attends mandate graduations; conducts tours of corrections facility; attend Chaplain schools and training.

Clayton County, Georgia ~ Chaplain

ADDITIONAL FUNCTIONS

Answers the telephone; assists and signs in visitors; delivers files, messages, and paperwork.

Escorts inmates to their assigned section, infirmary, chapel, and GED classes.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in counseling, ministry, or closely related field; supplemented by three (3) years previous experience and/or training that includes counseling and ministry work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid minister's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.