

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**INSTITUTION CHAPLAIN**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of religious, spiritual, and counseling activities to provide guidance and assistance to residents of state correctional, mental health, and veterans' facilities.

There are four classifications in this job.

**Position Code Title – Institution Chaplain-E**

Institution Chaplain 9

This is the entry level. As a trainee, the employee carries out a range of professional institution chaplain assignments while learning the methods of the work.

Institution Chaplain 10

This is the intermediate level. The employee performs an expanding range of professional institution chaplain assignments in a developing capacity.

Institution Chaplain P11

This is the experienced level. The employee performs a full range of professional institution chaplain assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Institution Chaplain-A**

Institution Chaplain 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Provides and coordinates pastoral care by bringing the resources of religion and spiritual strength to people dealing with meaning and values in living, unresolved grief, guilt and remorse, loss of will to live, personal worth and hopelessness, etc.

Plans and conducts religious services, including funerals, marriages, and any other services unique to the faith, where appropriate.

Confers with facility's staff and treatment teams concerning matters of religious belief, custom and tradition that affect the residents' care.

Provides emergency pastoral care at times of serious illness, death or disaster.

Monitors and coordinates religious education for residents.

Corresponds with residents' families and friends.

Serves as an advocate of residents' rights to humane and responsible care.

Interviews residents upon admission to the facility and obtains personal and case history data regarding religious, moral and family matters.

Informs religious and civic groups of the religious needs and services of the residents.

Arranges for visiting speakers to address residents.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Institution Chaplain 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Institution Chaplain 12 (Senior Worker)**

Performs on a regular basis professional institution chaplain assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of religious counseling, motivation and theory.

Knowledge of the practices and customs of organized religious sects.

Knowledge of psychological and sociological techniques in dealing with socially maladjusted people.

Knowledge of religious educational work methods.

Ability to direct and conduct religious services and classes.

Ability to speak effectively on religious matters before large groups.

Ability to use insight and understanding in dealing with maladjusted individuals and to make recommendations concerning their rehabilitation.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Institution Chaplain 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility with contact with prisoners and patients.

**Physical Requirements**

None.

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### Education

Possession of a bachelor's degree in religion, theology, divinity, or in an area of human services such as guidance and counseling, social work, criminal justice, etc.

### Experience

#### Institution Chaplain 9

No specific type or amount is required.

#### Institution Chaplain 10

One year of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain 9.

#### Institution Chaplain P11

Two years of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain, including one year equivalent to an Institution Chaplain 10.

#### Institution Chaplain 12

Three years of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain, including one year equivalent to an Institution Chaplain P11.

### Alternate Education and Experience

Possession of an associate's degree in religious studies or an area of human services and two years (4,160 hours) of experience performing religious services such as marriages, burials, baptisms, and any other services unique to the particular faith may be substituted for the education requirement.

### Special Requirements, Licenses, and Certifications

Certification or endorsement by the recognized endorsing body of the religious faith.

Certain positions may require that only individuals with credentials in a particular religious faith be considered.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

INSTCHAPL

**Job Code Description**

Institution Chaplain

**Position Title**

Institution Chaplain-E

Institution Chaplain-A

**Position Code**

INSTCHPE

INSTCHPA

**Pay Schedule**

W22-007

W22-041

ECP Group 2  
Revised 6/1/06  
TeamLeaders