

LA CROSSE COUNTY JAIL MINISTRY

Job Title: Chaplain

Supervisor: Executive Committee, Board of Directors

POSITION DESCRIPTION

JOB SUMMARY: The La Crosse County Jail Chaplain provides pastoral care to women and men incarcerated in the La Crosse County jail and, when requested, to their families and to correctional facility staff.

The jail chaplain is a professional, with specialized training in the unique dynamics of the corrections world.

MAJOR RESPONSIBILITIES

1. The chaplain acts as a religious programs manager, insuring that all inmates are afforded opportunities to practice the faiths of their choice and coordinating various activities of those faith groups. Knowledge of the standards and practices of a diverse range of faiths and denominations is required.
2. The chaplain works closely with jail program coordinators and communicates chaplain and ministry program schedules to staff, including coverage provisions when out of the office.
3. The chaplain adheres to safety practices and promotes compliance to jail rules and guidelines.
4. The chaplain responds to requests from and needs of inmates, for example, retrieval of personal items, library visits, haircuts, letter writing materials, phone calls, death notifications, funeral leave requests, bus tokens, transportation issues, and clothing upon release. Many items are provided from Jail Ministry funds.
5. The chaplain provides pastoral counseling, thereby offering opportunity for the imprisoned and others impacted by corrections to dialogue openly about their concerns. Includes notification of death or other tragedy and grief counseling, particularly difficult tasks that require special sensitivity.
6. The chaplain performs or arranges for liturgical duties for various religious services on a weekly basis and on other occasions as needed.
7. The chaplain is the primary advisor on and implementer of religious programming policies, clarifying issues involving various faith practices, religious articles, religious diets and other religious standards and insuring they are permitted to the fullest extent possible within usually restrictive corrections environs.
8. In cooperation with jail personnel, the chaplain is responsible for religious volunteer recruitment, training, coordination and scheduling, working closely with representatives of the various faith communities to encourage community participation in correctional facility programs and ensuring that volunteer activities are conducted in a diverse, yet secure manner.
9. The chaplain is part of the orderly operation of jail facilities by providing positive reinforcement and helping to diffuse frustration, anger and stress among inmates and staff, thereby lessening threats, assaults and other negative behaviors.

10. When requested, the chaplain serves as a liaison between the jail and outside entities (such as Circles of Support and Project Proven) to transition individuals to the community after incarceration.
11. The chaplain represents Jail Ministry in the community, advising other clergy and laypersons of jail ministry matters and raising awareness in the larger religious and secular communities of unique jail ministry issues.
12. The chaplain assists the Jail Ministry Board of Directors in such efforts as outreach, fundraising, meetings, and publications.
13. The chaplain uses a computer system to respond to kiosk requests from inmates and uses Microsoft Office products and email to complete tasks and respond to requests from jail staff, the Board and the community.

EDUCATION

Required

- High school diploma or equivalency
- Successful completion of ministry training, for example, certification, clinical pastoral education
- Ordained or approved to function in ministry by an appropriate religious authority
- Faith group endorsement

Desired

- Bachelor's degree
- Master's degree in theology from an accredited institution or equivalent

WORK EXPERIENCE

Required: Three years ministry or chaplaincy experience or equivalent

Desired: Two years ministry or chaplaincy experience or equivalent

PHYSICAL REQUIREMENTS/DEMANDS OF THE POSITION

Walking/Standing	Frequently (34-66% of the time)
Sitting	Occasionally (6-33% of the time)
Static Standing	Occasionally (6-33% of the time)
Reaching Below Shoulder	Occasionally (6-33% of the time)
Repetitive Actions – Pinch Forces	Occasionally (6-33% of the time, 0-25 pounds of force)
Repetitive Actions – Fine Manipulation	Frequently (34-66% of the time)
Lifting	Occasionally (6-33% of the time, 0-25 pounds)
Carrying – Short Carry	Occasionally (6-33% of the time, 0-25 pounds)

ENVIRONMENTAL CONDITIONS

Not substantially exposed to adverse environmental conditions but housed in the jail