

LA CROSSE COUNTY, WISCONSIN JAIL MINISTRY

Job Title: Chaplain

POSITION DESCRIPTION

JOB SUMMARY: The La Crosse County Jail Chaplain provides pastoral care to women and men incarcerated in the La Crosse County jail. The chaplain organizes all services and studies, provides spiritual material, and works to connect people to their faith communities. The chaplain is the face of the ministry and the first point of contact with the public.

The jail chaplain is a professional, with specialized training in the unique dynamics of the corrections world. The chaplain serves in the jail at the invitation of jail administration. This position reports directly to the Executive Committee of the LA CROSSE COUNTY JAIL MINISTRY.

MAJOR RESPONSIBILITIES

1. Acts as a religious programs manager, ensuring that all residents are afforded opportunities to practice the faiths of their choice. The ability to learn and understand the standards and practices of a diverse range of faiths and denominations is required.
2. Works closely with jail administration and communicates chaplain and ministry program schedules to staff, including coverage provisions when out of the office.
3. Adheres to safety practices and promotes compliance to jail rules and guidelines.
4. Responds to requests and needs of inmates, for example, library visits, haircuts, supplies, games, reading glasses, phone calls, bus tokens, and clothing upon release. Many items are provided by the La Crosse Jail Ministry funds or donated. The chaplain is responsible for gathering and sorting library and clothing donations from the community.
5. Provides pastoral counseling, thereby offering opportunities for the residents of the jail to dialogue openly about their concerns. This will include notification of death or other tragedy and grief counseling, particularly difficult tasks that require special sensitivity. The chaplain will also verify notifications and consult with jail staff leadership.
6. Primary advisor on and implementer of spiritual programming, clarifying issues involving various faith practices, religious articles, religious diets and other religious standards. The chaplain will work with jail staff to ensure residents are permitted to fully practice their faith possible without jeopardizing safety in the jail.
7. Provides approval for the dietary accommodation for residents due to their beliefs.
8. In cooperation with jail personnel, the chaplain is responsible for religious volunteer recruitment and their training, coordination, and scheduling. The chaplain will work with representatives of the various faith communities to encourage community participation in the jail. The chaplain will conduct annual training for all volunteers and will hold them responsible for following jail rules.
9. Member of the orderly operation of jail facilities by providing positive reinforcement and helping to diffuse frustration, anger and stress among residents, thereby lessening threats, assaults and other negative behaviors. The chaplain will attend the mental health committee meetings in the jail.
10. Serves as a liaison between the jail residents and Circles of Support (COS) to transition individuals into the community after incarceration. The chaplain approves of booth visits for COS, Next Chapter and Western Wisconsin Adult and Teen Challenge.
11. Represents the Jail Ministry in the community. The chaplain will provide messages and presentations on jail ministry to faith and secular communities.

12. Assists the Jail Ministry Board of Directors in such efforts as outreach, fundraising, meetings, grant applications, grant evaluations, and publications.
13. Responds to kiosk requests from inmates and to complete tasks and respond to requests from jail staff, the Board and the community.

ADDITIONAL SKILLS & REQUIREMENTS

Must be endorsed by a faith community and have approval to work in ministry as a representative of their faith community.

Must remain in good standing with the faith community while employed as a chaplain.

General knowledge of Microsoft Office products and email

EDUCATION

Required

High school diploma or equivalent

Bachelor's degree or successful completion of chaplain or ministry training or equivalent

Desired

Chaplain certification or degree

Mental Health First Aid

If the candidate does not have any formal chaplain training, they will be required to pursue training and education targeted to chaplaincy. The chaplain will also be required to pursue Mental Health First Aid training.

WORK EXPERIENCE

Required: Three years of ministry or chaplaincy experience or equivalent.

Desired: Ministry or chaplaincy experience or equivalent in a corrections environment.

PHYSICAL REQUIREMENTS/DEMANDS OF THE POSITION

40-45hr/week and available for emergency calls

Walking/Standing Frequently (34-66% of the time)

Sitting Occasionally (34-66% 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

The chaplain serves in jail only by the invitation of jail administration. The chaplain, therefore, must remain in good standing with the jail administration.