

Code: 1848

Title: RELIGIOUS PROGRAM COORDINATOR

SUMMARY: Administers and participates in a comprehensive program of services which address the religious needs of inmates at Pima County adult detention facilities. Provides pastoral counseling to inmates, families and staff members, performs personal visitations and interviews, coordinates the activities of religious volunteers and conducts chapel services.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates, directs and participates in the activities of a volunteer-based religious program;
Recruits, interviews, selects, orients, schedules and directs the efforts of religious volunteers and clergy;
Monitors the performance of volunteers to ensure the effectiveness of program activities;
Trains volunteers in security procedures and verifies security clearance of visitors and volunteers;
Assesses the religious needs of the inmate population and develops and implements new program activities based upon requirements;
Establishes and implements program policies and procedures;
Counsels inmates and guides them in their religious development;
Provides pastoral counseling for relatives of inmates and staff members;
Schedules, coordinates and conducts religious services within correctional facilities, administers rites and sacraments and prepares and delivers sermons;
Responds to crisis, suicide and emergency situations involving inmates to assist correctional staff;
Solicits and coordinates local church congregation participation at correctional facilities;
Coordinates program activities with other departments, agencies, the public and other community religious organizations;
Speaks before professional and lay groups and civic organizations and coordinates fund raising activities;
Performs legal research related to institutional religious programs and remains current on legislation;
Composes and writes reports, statistical summaries and manuals related to program activities;
Assesses and approves all religion-based dietary and special requests of inmates;
Oversees the provision of limited social services for inmates including greeting cards, eyeglasses, translation services, reading services, religious library, educational materials, special requests, etc.;
Oversees the provision and issuance of audio-visual materials and obtains materials requested by inmates;
Maintains security and confidentiality of information created or encountered in the performance of assigned duties;
Utilizes an automated information system for database management and document preparation.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of program management;
- personnel practices and procedures;
- psychological, mental, social and religious needs of inmates;
- techniques and principles of counseling and crisis intervention;
- methods and techniques used in recruiting, interviewing, training, scheduling, motivating and retaining volunteers;
- laws, rules, regulations, policies and procedures (county/state/federal) applicable to religious services within a correctional facility;
- religious beliefs and practices of all faiths;
- public relations/public speaking/meeting coordination and facilitation;
- applications of automated information systems.

Skill in:

- planning, organizing and directing program activities;
- establishing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing;
- recruiting, coordinating, evaluating and scheduling volunteers;
- enlisting and maintaining support and cooperation from the religious community;
- interpreting and applying statutes, regulations, policies and procedures to religious program activities;
- use of automated information systems for database management and document preparation.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Master's Degree from a recognized theological school in divinity or theology and two years of experience as an ordained member of the clergy in good standing.

OR:

(2) A Bachelor's Degree from an accredited college or university in psychology, sociology, social work, religious studies or a closely related field as determined by the appointing authority and four years of experience as an ordained member of the clergy in good standing.

Additional relevant experience and/or education from a recognized theological school may be substituted.

OTHER REQUIREMENTS:

Licenses and Certificates: A current Ordination License, Ecclesiastical Endorsement and three letters of reference from clergy familiar with the applicant's ministry are required at the time of application. Failure to maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: Due to the need for access to law enforcement, detention, or correctional facilities, satisfactory completion of a personal background investigation, polygraph test and drug screening by law enforcement agencies is required.

Physical/Sensory Requirements: This position may carry the risk of exposure to communicable diseases, therefore special medical screening prior to or during employment may be necessary to ensure employee health and safety. Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.