

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CHAPLAIN

DEFINITION

Provides professional pastoral care to institutional residents through counseling and conducting worship services; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Writes policies, goals and standards for the overall institutional chaplaincy program; assesses residents' needs, determines how those needs can be met by the chaplaincy program, and measures progress towards goals.

Plans and conducts religious worship services and administers religious rites to meet Iowa Code requirements and/or accreditation standards and to provide residents the opportunity for corporate worship; prepares sermons, chooses songs and liturgies and arranges for volunteers from the community to provide some portions of the service.

Evaluates condition of new residents, establishes a relationship, determines treatment needs, and provides information on religious programs.

Counsels residents and/or their families on an individual or group basis to meet residents' clinical/developmental goals and to undergird their religious faith.

Visits institutional living units to provide pastoral care to residents, their families and staff.

Plans and provides for religious education and opportunities for fellowship for residents; encourages spiritual growth of residents; develops curriculum, conducts classes and trains others to conduct classes.

Recruits and oversees volunteers to assist with the chaplaincy program to maximize services and program effectiveness.

Functions as a member of an interdisciplinary treatment team to meet resident treatment goals and coordinate chaplaincy program with overall institutional goals; participates in developing case histories, setting treatment goals and evaluating residents' progress.

Writes letters, reports and progress notes; documents and communicates information on residents and the chaplaincy program.

COMPETENCIES REQUIRED

Knowledge of the religious rites, beliefs and practices of the major denominations and of one's own denomination.

Knowledge of the principles and practices of clinical pastoral care, including counseling, basic psychology and sermon preparation.

Knowledge of the basic principles of developmental theory and group dynamics.

Ability to perform the religious rites practiced by one's own religion.

Ability to develop treatment goals for individual residents.

Ability to train, motivate and oversee volunteers towards effective service in the chaplaincy program.

Ability to understand human behavior as related to pastoral counseling, volunteer recruiting, training, assessing condition of residents and cooperating with staff.

Ability to plan worship services that are meaningful to institutional residents.

Ability to counsel with institutional residents, their families, and staff members on personal, religious or other related matters.

Ability to appropriately relate religious ideas and concepts to people with physical and/or emotional problems.

Ability to develop policies, goals and standards for the operation of the chaplaincy program.

Ability to assess the needs of institutional residents in relation to the services that can be offered through the chaplaincy program.

Ability to empathize with and give emotional support to people who have physical and/or emotional problems.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in a social/behavioral science that includes a minimum of twenty (20) semester hours of coursework in Pastoral Psychology/Pastoral Counseling;

OR

graduation from an accredited college or university with a Master's Degree in Divinity;

OR

experience equal to one year of full-time work as an institutional chaplain, licensed or ordained minister, or other credentialed pastoral/ministerial position.

NOTE:

At the time of appointment or interview, candidates for Chaplain positions must provide the appointing authority with demonstrated evidence (ecclesiastical endorsement or comparable verification) that the candidate is authorized by proper authority to perform ministerial functions within h/his religious denomination.

Effective Date: 04/09 DDF