

ASSISTANT TO CHAPLAINS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class does a variety of tasks in support of the chaplains in delivering religious services to patients, residents and inmates. Supervision is not a requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Arranges services and ceremonies, religious education classes, and counseling services as required;

Assists with the recruitment and training of religious volunteers, and maintains the roster;

Provides information to religious, lay and civic groups on programs and volunteer needs with the chaplaincy service program;

Provides support in the scheduling, preparation and implementation of training programs for clergy and staff;

Distributes religious materials and provides guidance in interpreting scriptures;

Provides general clerical support such as maintaining records, files and logs, answering calls, maintaining supplies and other routine duties;

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of principles and practices of the represented religion; knowledge of and appreciation for other faiths and denominations; familiarity with office procedures; ability to work in cooperation with clergymen of all faiths and with institution staff; ability to locate information and compile summaries of data from office records; ability to understand and carry out oral and written directions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; reliability; resourcefulness; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and one year of service or work experience in a religious institution or a facility providing religious services, where the primary function must have included assisting in the provision of religious services or religious education services for a represented faith.

SPECIAL NOTE: Related volunteer experience may be substituted for the work experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: West. Medical Center: Non-competitive†
Correction: Non-competitive
MQT5

Job Class Code: C0065
Job Group: III