



## Job Description: CHUM Chaplain

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Exempt: Yes

Supervisor: Congregational Outreach Coordinator

Salaried with Benefits

Date: July 2021

Prepared by: John Cole

Approved by: Executive Director

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**SUMMARY:** The chaplain shall be responsible for assisting Facility Administrators with the provision of religious programming for inmates, guests, and staff upon request. This includes supervising, planning, directing, and coordinating programs within multiple faith traditions in a variety of locations – the Northeast Regional Corrections Center (24 hrs. /week), the St. Louis County Jail (14 hrs. /week) and CHUM’s Emergency Shelter (2 hrs. /week).

The schedule for this position is flexible - based on the needs of the facilities and the responsibilities of the position. Successful candidates may have to occasionally work on weekends and holidays.

A successful candidate must successfully pass criminal background check, drug test, and sex offender screenings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

### Northeast Regional Corrections Center

- Offer interfaith worship services and sacred text studies appropriate to the needs of residents of various faith traditions
- Provide spiritual counseling on an individual basis for recovery, grief counseling, relationship counseling, suicide counseling, crisis intervention, and referral for additional professional services as appropriate.
- Facilitate the practices of Restorative Justice (circles, conflict resolution, justice as healing, spiritual roots of justice, development of Restorative Church) providing as needed, counseling in group and 1:1 settings.
- Coordinate individual clergy and chaplaincy volunteer visits to inmates.
- Perform other chaplaincy duties as may be requested by Arrowhead Regional Corrections.

### St. Louis County Jail

- Supervise, plan, direct and coordinate spiritual programs within multiple faith traditions at the St. Louis County Jail
- Provide pastoral care, spiritual counseling, religious text and materials, and group religious services with supervision by the Program Coordinator and in collaboration with ministry volunteers.
- Maintain a list of religious practices and accommodations that enable incarcerated persons to practice their religious tradition in the fullest manner possible while maintaining the safety and security of all.
- Develop and maintain connection with a resource pool of religious faith leaders in the community.
- Recruit volunteer worship leaders, study, and group leaders to assist and support provision of services appropriate to the faith tradition needs of inmates or staff.

## CHUM Emergency Shelter

- Maintain regular hours offering spiritual counseling as needed to guests and staff.
- Maintain relationships with guests established in correctional facilities and work towards justice resolution and restorative goals.

## QUALIFICATIONS:

- Graduation from an accredited theological school with a Master's degree, or completion of an equivalent graduate training program in Theology, Pastoral Ministry, Religious Studies, or Comparative Religions.
- Ordination or commission as a minister, priest, imam or rabbi, to function in a ministry of pastoral care by an appropriate religious authority. (Proof of ordination or commission to accompany application.)
- Satisfactory completion of two (2) units of clinical pastoral education certified by the Association of Clinical Pastoral Education (ACPE), or by an accredited professional organization, or satisfactory completion of a Supervised Counseling practicum from an institution accredited by the American Association of Pastoral Counselors (AAPC)
- Training in trauma-informed and trauma-responsive care
- Training and experience in Restorative Justice
- Experience working in a resource-challenged environment serving the needs of people who may be dealing with addiction and mental illness.
- Preferred: at least (2) two years of chaplaincy experience in an institutional setting such as, prisons, hospitals, school or the military.

**Other Skills and Abilities:** Self motivation, mediation/negotiation, compassion, listening skills. Must be flexible, adaptable and resourceful.

**WORK ENVIRONMENT:** The work environment consists of general and 1:1 meeting rooms and spaces in the following facilities:

(1) Chum Emergency Shelter (2) The St. Louis County Jail (3) Northeast Regional Corrections Center

Compliance with security and safety policies at each facility is mandatory.

**TO APPLY:** Send cover letter, resume and 3 references to [chum@chumduluth.org](mailto:chum@chumduluth.org) by Sunday, September 12, 2021, with "Chaplaincy" in the subject line. Resumes will be reviewed as received.

**CHUM is committed to a diverse workforce. People of Color and people with lived experience of homelessness or incarceration are strongly encouraged to apply.**