

1/30/2024

Job Posting

POSITION: Christian Chaplain

LOCATION: Dartmouth House of Correction
400 Faunce Corner Road
North Dartmouth, MA. 02747

PAY GRADE: Contractual
\$35.00 - \$38.00 per hour

HOURS: Part Time (24 hours per week to include part of the weekend)

GENERAL DUTIES AND RESPONSIBILITIES:

See Attached Job Description

TO APPLY:

Those who are interested in this position must submit a letter of interest and resume to the Human Resources Division by February 13, 2024 at caitlindemelo@bcso-ma.org or submit an employment application to the Human Resources Division on or before February 13, 2024. **Applications can be submitted through our website at www.bcso-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

1.	Title Chaplain-Christian	Agency Bristol County Sheriff's Office
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2.	Agency Code Contractual	Salary Grade \$35.00 - \$38.00/hour	Date Prepared 01/24
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3. General statement of duties and responsibilities: To provide the Inmate population with opportunities for religious worship, study and religious programming.

4. Supervision received: Assistant Director of Inmate Services for Inmate Support

5. Supervision exercised: None

6. Duties and responsibilities:

1. Arrange for and deliver spiritual direction, education, and pastoral counseling to Inmate participants.
 2. Coordinate and implement for the meeting of the ritual and sacramental needs of Inmate participants.
 3. Conduct visits to specialized units weekly to ensure inmates housed in those areas have access to pastoral counseling and guidance.
 4. Recommend and document any Christian feasts and/or special meal requirements for inmates utilizing religious request forms.
 1. Document inmate's attendance of Religious Services and Religious Education
 2. Assist in the recruiting of religious volunteers and other means of support from the religious community.
 3. Administrative duties to include but not limited to keeping and filing attendance sheets, adjusting and keeping religious services schedules up to date, screening of religious requests and responding to inmates religious requests.
 4. Assist in the development of inmates post release plans with making referrals to faith based organizations in the community to meet the religious and spiritual needs of the inmate reentering the community.
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7. Qualifications:

1. Must possess and maintain ecclesiastical authority and/or proof of ordination.
2. Minimum of two years' experience in a Chaplain role.
3. Experience working with inmates and/or other vulnerable populations.
4. Ability to resolve conflict in crisis situations, redirect and set boundaries.

5. Excellent interpersonal skills and ability to work well with all levels of internal management, staff and vendors. Sensitivity to confidential matters required.
6. Some weekend and evening availability.