

DIRECTOR - PASTORAL CARE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher-level administrator, incumbents of this position direct, administer, implement and supervise the interfaith chaplains' service for the Department of Correction or the Medical Center. The incumbent develops policies, goals and objectives for the chaplain services, performs chaplain service activities and ensures adequate staff coverage for all facilities on a 24 hour/7 day per week basis. Supervision, both clinical and administrative, is exercised over other chaplains, community clergy providing services, volunteers and support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs interfaith pastoral care and religious services in support of patient care or inmate care activities in multiple facilities and institutions to adequately meet the specialized needs of each with adequate staff and services;

Consults with medical service directors and facilities administrators on the most effective use of pastoral services;

Addresses religious and civic groups in the community when requested;

Consults and coordinates with community clergy and clergy associations on pastoral care and religious services in the Correctional facilities, the Medical Center and RTI;

Recruits, screens and provides on-going training and supervision to clergy and volunteers who assist in the pastoral care and religious service programs of the Chaplaincy Service;

Conducts or participates in appropriate seminars and in-service training in the various facilities;

Keeps abreast of developments in pastoral care and religious services by attending national and international symposiums, congresses, conferences and pastoral education programs;

Provides direct pastoral services as part of overall chaplains' religious services and pastoral care ministry;

Performs administrative tasks to ensure the smooth and effective operation of the Chaplaincy Service;

Schedules coverage among the various chaplains including usage of per diem assistance;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles and techniques in pastoral care and religious services in medical and correctional facilities; good knowledge of administration and supervision of interfaith chaplains' services in multiple facilities; ability to establish and maintain good working relationships with other chaplains and community clergy in utilizing religious resources for the care of inmates and families; ability to work in cooperation with service directors, administrators and staff in multiple facilities; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; tact; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Ordination by the official endorsing authority of the chaplain's faith and maintain the same while in the title and a Bachelor's Degree* in Divinity, Theology or Pastoral Counseling or a closely related field and six years of experience where the primary function of the position was in chaplaincy ministry in a medical or correctional facility, two years of which involved planning and directing the work of other chaplains, volunteers and/or students;

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in Divinity, Theology or Pastoral Counseling or a closely related field may be substituted on a year for year basis up to two years. There is no substitution for the two years of specialized experience.

SPECIAL REQUIREMENT: Required at time of appointment and maintain same while in the title: either (a) certification on a national level as a member of one of the appropriate credentialing professional associations (e.g., the American Association of Pastoral Counselors, the Association for Clinical Pastoral Education, the College of Chaplains or the Joint Certification Standards of Ministries in Specialized Settings); or (b) certification on a state level by the New York State Council of Churches - Department of Chaplains, the New York Board of Rabbis or the New York Conference of Catholic Bishops; or (c) ecclesiastical endorsement by the Archdiocese of New York (for Catholic Chaplains only).

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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

Job Class Code: E0590
Job Group: XII

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