

Caroline Detention Facility

Religious Services Coordinator Job Description

The Religious Services Coordinator oversees the detainee religious program, including administering and participating in services addressing the religious and pastoral counseling needs of detainees and recruiting volunteers of various faiths in order to further support the needs of the population.

The incumbent also serves as the facility critical incident debriefer following significant events. He/she may also provide pastoral type care to facility staff when requested.

Schedule

1. Wednesday evening and Sunday hours are required to satisfy ICE standards and Facility Master Schedule;
2. Balance of schedule is flexible and will be determined by incumbent and direct supervisor.

Duties and Responsibilities

1. Ensure access to religious services is provided for all detainees;
2. Ensure equal status and protection for all religions and religious beliefs;
3. Direct all detainee religious activities;
4. Recruit, coordinate, evaluate, and schedule volunteers to conduct religious activities inside the facility for detainees of various faiths;
5. Monitor detainee religious choices for patterns or changes in declarations of their religious preference;
6. Facilitate detainee marriage requests to include approval/denial by ICE/ERO officials;
7. Approve detainee requests made for religious reasons, including special diets, religious materials, etc.;
8. Coordinate with the Food Service personnel regarding special religious diets for detainees;
9. Forward recommendations for denial of any detainee religious request to ICE/ERO for approval before denying the request to the detainee;
10. Respond to crisis, suicide, and emergency situations involving detainees to assist correctional staff;
11. Work with detainees to accommodate proper observances of religious holy days and/or fasting occasions;
12. Field requests from detainees for new or unfamiliar religious practices or observances and research same;
13. Conduct rounds throughout all general population housing areas;
14. Conduct rounds no less than weekly in the Special Management Units (segregation);
15. Provide counseling to detainees, upon request, both through group programs and individual services. ("Individual services" includes counseling services provided to individual detainees or members of their families in personal crisis and family emergency situations.);
16. Facilitate arrangements for visits by a clergyperson or representative of the detainee's faith, upon request.
17. Other duties as assigned.

Education/Experience

1. Bachelor's degree or equivalent from an accredited college or university in Theology, Divinity, Psychology, Counseling, Social Work, or a combination of education and experience;
2. Three years of experience in the field of religious coordinating/social services, preferably in an environment where various faith groups and/or viewpoints are represented;
3. Basic knowledge of different religions and the principles and practices of religious services management;
4. Knowledge of principles and techniques of counseling and crisis intervention;
5. Knowledge of methods and techniques used in recruiting, interviewing, training, scheduling, motivating, and retaining volunteers;
6. Experience in a correctional setting preferred;
7. Bi-lingual or multi-lingual preferred.

Skills and Abilities

1. Ability to interpret and apply statutes, regulations/standards, policies and procedures to religious activities;
2. Ability to maintain confidentiality;
3. Strong interpersonal communication skills;
4. Strong written and oral communication skills;
5. Strong computer skills.

Licenses and Certificates

1. Endorsement by an appropriate religious-certifying body;
2. Valid Virginia Driver's License.

Physical Characteristics

Good vision; able to hear conversations within noisy groups; mobility to walk, run, stoop, bend; ability to climb stairs; ability to lift 25 pounds; capable of working under stressful conditions, in high and low temperatures, and around dust, odors, and noise; olfactory senses sufficient to detect smoke from fire and/or specific prohibited substances (e.g., marijuana)

Other

Aptitude: The incumbent must have a working knowledge of the principles and techniques of pastoral counseling in a corrections environment. Must be able to respond appropriately to detainee spiritual needs while staying professionally objective.

Temperament: Incumbent needs to be able to deal tactfully and cordially with a variety of people of different levels and cultural backgrounds; be capable of coping under sometimes stressful conditions; be able to work within a confined area for prolonged periods of time. Incumbent must possess excellent interpersonal relationship skills. This person must be punctual, professional in appearance, and possess a positive mental attitude; be able to command the respect and confidence of staff and detainees and be philosophically committed to the objectives of the facility.

Ethos: Incumbent is required to abide by the Standards of Conduct, the Code of Ethics, and the General Orders, as presented in the CDF policies and procedures manual. Employees are expected to report for work at their scheduled time.