

Jurisdictional Class: Non-Competitive for Oneida County Government Only  
EEO Category: Professionals  
Revised: 06/28/2023

## **CHAPLAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class provides religious and spiritual leadership and guidance to inmates, inmate families, and employees of the Oneida County Correctional Facility. Incumbents must be available on a 24-hour basis to respond to emergency needs. Supervision is not a requirement of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Schedules, plans, and conducts religious services and administers rites according to the practices of the religion represented;  
Provides 24-hour crisis intervention service which includes counseling;  
Provides particular care to inmates with urgent needs such as the seriously or terminally ill, psychologically and emotionally disturbed;  
Visits and talks with inmates to minister to their moral, religious and related needs;  
Provides information to inmates of the availability of chaplain's services;  
Conducts religious educational and training programs, organizes discussions pertaining to issues of concern and importance to staff, community clergy and the general public;  
Works closely with hospital or correctional institution staff to further the rehabilitation of Inmates.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of religion represented; thorough knowledge of interdisciplinary communication; skill in interpersonal communication; ability to administer and educational programs; ability to not allow one's own emotional needs or psychological dynamics interfere with the duties of the position; ability to commit oneself to caring for the spiritual, psychosocial and physical needs of persons served; ability to design and conduct educational events; ability to approach with understanding individual spiritual and personal problems; ability to understand the special problems of inmates; insight; resourcefulness; initiative; integrity; sound judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of 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 College of Chaplains, or the Joint Certification Standards of Ministries in Specialized Settings); **OR**
- (B) Possession of 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 official endorsing agency of the Chaplain's faith or denomination.

Adopted: 06/06/2018  
Revised: 08/30/2019, 01/21/2020, 06/28/2023