

EDITED TASK LISTING

CLASSIFICATION: Muslim Chaplain

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Interviews mental patients, youthful/adult offenders, and Veterans Home members on ethical/moral problems and spiritual matters utilizing pastoral skills (e.g., spiritual counseling, assessments, and behavioral management techniques, etc.) to solve individual needs under the authority of Religious Land Use and Institutionalized Persons Act (RLUIPA) and as implemented through California Department of Corrections and Rehabilitation (CDCR) Chaplaincy in collaboration with mental health professionals, on a daily basis.
2.	Counsels mental patients, youthful/adult offenders, and Veterans Home members on ethical/moral problems and spiritual matters utilizing pastoral skills (e.g., spiritual counseling, assessments, and behavioral management techniques, etc.) to solve individual needs under the authority of Religious Land Use and Institutionalized Persons Act (RLUIPA) and as implemented through California Department of Corrections and Rehabilitation (CDCR) Chaplaincy in collaboration with mental health professionals, on a daily basis.
3.	Presides at Jumah (weekly, Friday) Prayer Services, Eids and Taraweeh (each night during Ramadan) for the youthful/adult offenders, utilizing religious resources and material (e.g., Qur'an, Hadith, Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency (AMC - E.D.) to satisfy the religious requirements of the Islamic faith.
4.	Facilitates Ramadan (the annual month-long fast), for the youthful/adult offenders, utilizing religious resources and materials (e.g., Qur'an, Hadith, Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency (AMC - E.D.) to satisfy the religious requirements of the Islamic faith.
5.	Facilitates other Islamic days of religious observance (e.g., Eid ul futr, Eid ul Adha, etc.) for the youthful/adult offenders to satisfy the religious requirements of the Islamic faith utilizing religious resources and materials (e.g., Qur'an, Hadith, Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency (AMC - E.D.) in association with DOM 54080.10 and 54080.13,
6.	Conducts other Islamic services (e.g., Shahadah, Jannazah, Nikkia, etc.) as needed for the youthful/adult offenders utilizing religious resources and materials (e.g., Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency (AMC - E.D.) to satisfy the religious requirements of the Islamic faith in accordance with DOM 50170, 101060.4.1, 101060.4.4, 101060.4.5, 101070.
7.	Organizes classes in Islamic religion and ethics to educate and inform the youthful/adult offenders on the precepts of Islam to provide for spiritual growth and development, correct aberrant behavior, and foster positive systemic change utilizing Islamic educational materials (e.g., Qur'an, Hadith, Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency (AMC - E.D.) in accordance with DOM, on an on-going basis.

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8.	Instructs classes in Islamic religion and ethics to educate and inform the youthful/adult offenders on the precepts of Islam to provide for spiritual growth and development, correct aberrant behavior, and foster positive systemic change utilizing Islamic educational materials (e.g., Qur'an, Hadith, Sunnah, Seerah, etc.) under the authority of the American Muslim Community Endorsement Agency(AMC - E.D.) in accordance with DOM, on an on-going basis.
9.	Cooperates with other staff members (e.g., Chaplains, Program Staff, Warden, etc.) in carrying out the institution treatment program provided to the youthful/adult offenders, under the supervision of the Community Resource Manager to coordinate a comprehensive religious programs schedule, utilizing personal computer and other available resources, for publication throughout the institution to implement all religious programs, on an on-going basis.
10.	Supervises programs conducted in the institution by visiting religious and allied groups (i.e., approved volunteers on gate clearances or with valid brown/beige ID card) to fulfill the diverse needs and practices of the youthful/adult offenders through a variety of communication tools and media (e.g., email, in person, telephone, etc.) to ensure compliance with stipulated laws, rules, regulations, policies, procedures, court orders, settlement agreements, etc., (e.g., Departmental Operations Manual [DOM], Title 15 and institutional operational procedures, etc.), on an on-going basis.
11.	Assists family members of youthful/adult offenders by referring them to institutional resources and external resources (e.g., faith-based organizations, nonprofit organizations, Department of Child Support Services, etc.), utilizing DOM, Title 15 and institutional operational procedures, as needed.
12.	Visits the sick to provide religious services utilizing prayer, counseling, and empathetic listening to promote spiritual comfort and healing in a compassionate manner in accordance with pastoral teachings in religious principals, as needed.
13.	Works with youthful/adult offenders in their group and club activities (e.g., Milliti Islami [12 Step], Inmate Leisure Time Activity Group [ILTAG] , substance abuse programs, etc.) to demonstrate the connection to spiritual beliefs, practices and reinforce ethical behavior utilizing pastoral practices, knowledge and program curricula by invitation or when prompted in accordance with DOM.
14.	Counsels with families on problems involved in rehabilitation to address a faith perspective as part of the institutional inter-disciplinary team solution utilizing pastoral skills (e.g., empathetic listening and spiritual counseling, etc.) in accordance with DOM 101060.4.8 and institutional policy, as needed.
15.	Explains the institution's religious program to community groups and institutional staff for general awareness and education regarding religious services in an institutional environment utilizing public speaking skills and PowerPoint presentations to proactively manage relationships with community partners in collaboration with the Community Resource Manager, periodically as needed.

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16.	Interprets the institution's religious program to community groups and institutional staff for general awareness and education regarding religious services in an institutional environment utilizing public speaking skills and PowerPoint presentations to proactively manage relationships with community partners in collaboration with the Community Resource Manager, periodically as needed.
17.	Serves, when designated, as a member of or consultant to the Institution Classification Committee (ICC) to provide needed input on a youthful/adult offenders participation in the diet/religious program, as it may affect their work/education assignment, utilizing the religious program schedule, Central file (C-file) and/or Strategic Offender Management System (SOMS)/Electronics Records Management System (ERMS) to ensure compliance with DOM 101060.4.8, Title 15 and institutional operational procedures, as needed.
18.	Visits segregated housing youthful/adult offenders to provide counseling, religious study materials and perform individual prayer, utilizing printed religious materials and tracks in accordance with DOM 101060.7 policies as needed.
19.	Maintains contact and communication with institutional staff, supervisors, youthful/adult offenders, youthful/adult offenders' family members, and volunteers by utilizing email, mail, telephone and voicemail, to be responsive and provide optimum pastoral services and care on a daily basis.
20.	Verifies information (e.g., family relationships, restraining orders, youthful/adult offenders mental health status, etc.) utilizing information provided by Correctional Counselors, Central file (C-file) and/or Strategic Offender Management System (SOMS)/Electronics Records Management System (ERMS) to appropriately respond to death notification requests and emergency phone call requests in accordance with institutional policy and procedures, as needed.
21.	Performs death notifications to youthful/adult offenders, upon verification of information, in a quiet space to allow for personal reflections utilizing pastoral skills and training to promote spiritual and mental well being in accordance with institutional policy and procedures, as needed.
22.	Provides Janazah Prayer Service (remote funeral prayer) to allow youthful/adult offenders closure utilizing pastoral skills and training to promote spiritual and mental well being in accordance with institutional policy and procedures, as needed.
23.	Provides grief counseling for youthful/adult offenders utilizing pastoral skills and training to promote spiritual and mental well being in accordance with institutional policy and procedures, as needed.

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24.	Maintains religious program activity roster of youthful/adult offenders utilizing computer and manual tracking systems to adequately prepare religious class materials, submit data to staff concerned with resident movement, religious diets and religious special program participation in accordance with institutional policy and procedures, as needed.
25.	Visits youthful/adult offenders in housing units during modified programs and lockdowns to provide counseling, religious study materials and perform individual prayer, utilizing printed religious materials and tracks in accordance with Program Status Report, as needed.
26.	Obtains institutional status that adversely impact religious programs within the institution, due to (lockdowns, modified programs, staff shortages, environmental concerns, etc.) utilizing Program Status Reports (PSR) to ensure alternative religious program services are provided in accordance with institutional policy and procedures, as needed.
27.	Maintains a variety of records (e.g., Inmate Worker Supervision Pay [IWSP], inmate discipline, etc.) utilizing designated forms (e.g., Fire drill report, Incident Report [CDCR 837-C], Rule Violation Reports [CDCR 115], etc.) to ensure compliance with stipulated laws, rules, regulations, policies, and procedures in accordance with the Document Retention Policy, DOM, Title 15, institutional operational procedures, as needed.
28.	Recruits qualified volunteers to serve in Islamic and other religious programming to facilitate and assist with worship, education, pastoral duties, counseling services, etc. using referrals, self-motivation and personal contacts, under the direction of the Community Resource Manager to ensure compliance with stipulated laws, rules, regulations, policies, and procedures in accordance with DOM, Title 15, institutional operational procedures, as needed.
29.	Approves religious packages for allowable personal and communal property for youthful/adult offenders to use in individual and communal devotional practices by utilizing the designated Religious Package Order form and approved Vendor Catalog, according with stipulated laws, rules, regulations, policies, and procedures in accordance with DOM, Title 15, institutional operational procedures, as needed.
30.	Processes applications for the institution's religious diet program utilizing the Religious Diet Request forms (CDCR 3030 [A-D]), to ensure compliance with stipulated laws, rules, regulations, policies, and procedures in accordance with DOM, Title 15, institutional operational procedures, as needed.
31.	Maintains the religious diet roster for the institution's religious diet to ensure compliance with stipulated laws, rules, regulations, policies, and procedures in accordance with DOM, Title 15, institutional operational procedures, as needed.

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32.	Prepares/updates religious programs schedules in collaboration with other chaplains for the submission to the Community Resource Manager for publication to youthful/adult offenders and staff, utilizing bulletin boards, televised announcements, e-mails, document templates, Outlook Calendars, etc., in accordance with institutional operational procedures, on an on-going basis
33.	Compiles data for submission of Computerized Statistics (COMPSTAT) report for worship services, religious education, pastoral counseling by recording youthful/adult offenders' attendance and volunteer's hours of service, utilizing spreadsheets for submission by the Community Resource Manager to CDCR Headquarters, on a monthly basis.
34.	Coordinates/sponsors access to meeting locations for all faith groups by using the religious program schedule to optimize and ensure the opportunity for youthful/adult offenders to practice their spiritual beliefs, in accordance with Title 15, DOM, and the job specification and duty statement of the Muslim Chaplain, on a daily basis.
35.	Trains religious volunteers to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing the volunteer handbook, volunteer application forms, In Service Training (IST) modules and materials, and other available resources, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
36.	Supervises religious volunteers to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing pastoral training and other available resources, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
37.	Evaluates religious volunteers to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing standard CDCR forms and other available resources, in accordance with DOM and institutional operational procedures, on an on-going basis.
38.	Recruits volunteers to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing the volunteer handbook, volunteer application forms, In Service Training (IST) modules and materials, and other available resources, in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.
39.	Participates in Religious Review Committee [RRC] by providing input and interpretation, utilizing the Chaplain's expertise, in matters of policy, youthful/adult offenders appeals, reasonable accommodations, etc., in accordance with DOM, Title 15 and institutional operational procedures, on an on-going basis.

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40.	Trains inmate clerks/porters to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing Material Safety Data Sheets (MSDS), standardized forms, payroll forms, duty statements, etc., in accordance with Title 15, DOM, American Correctional Association (ACA) standards, and institutional operational procedures, on a daily basis.
41.	Supervises inmate clerks/porters to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing pastoral training and other available resources, in accordance with Title 15, DOM, American Correctional Association (ACA) standards, and institutional operational procedures, on a daily basis.
42.	Evaluates inmate clerks/porters to ensure the safety and security of the institution and the successful accomplishment of religious programming for youthful/adult offenders, utilizing duty statements, standard CDCR forms and other available resources, in accordance with Title 15, DOM, American Correctional Association (ACA) standards, and institutional operational procedures, on a daily basis.
43.	Responds to written requests (i.e., CDCR form 22, GA-22, CDCR form 602) regarding religious needs (e.g., Chaplain interviews, access to chapel, religious devotional items, dietary needs, etc.) initiated by youthful/adult offenders, by completing appropriate staff response section, utilizing DOM, Title 15 and institutional operational procedures, as needed.