

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

<b><u>CLASSIFICATION SERIES:</u></b> Chaplain	<b><u>SERIES NO.:</u></b> 6921
<b><u>MAJOR AGENCIES:</u></b> Mental Health, Mental Retardation/Developmental Disabilities, Youth Services	<b><u>EFFECTIVE DATE:</u></b> 02/26/2012

**SERIES PURPOSE:**

The purpose of the chaplain occupation is to provide worship services & religious education programs for inmates, consumers & residents of institutions.

**CLASS TITLE:**

Assistant Chaplain

**CLASS NUMBER:**

69211

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of religious principles & practices of a particular faith in order to assist in providing worship services & religious education &/or counseling programs to consumers, residents or inmates of institutions.

**CLASS TITLE:**

Chaplain

**CLASS NUMBER:**

69212

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of religious principles & practices of a particular faith, & clinical pastoral education in order to conduct worship services & provide religious educational programs &/or pastoral counseling to consumers, residents or inmates of institutions.

<b>CLASS TITLE:</b> Assistant Chaplain	<b>CLASS NUMBER:</b> 69211	<b>BARGAINING UNIT:</b> 12
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists chaplain in conducting worship services & sacramental & religious observances for inmates, consumers or residents of particular faith group, leads music &/or prayer & recommends changes in procedures.

Visits sick & critically ill inmates, consumers or residents & meets with family members to provide counseling & guidance on problems involving spiritual &/or personal adjustments.

Works with institutional workers &/or community volunteers to organize & conduct special programs &/or projects; attends treatment team meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of religious principles & practices of particular faith; clinical pastoral education. Skill in operation of audio-visual equipment. Ability to deal with problems involving several variables within familiar context; speak before groups of patients or residents; cooperate with co-workers or volunteers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current Ecclesiastical endorsement by denomination &/or ordination; 6 mos. trg. or 6 mos. exp. in providing clinical pastoral education.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, but not for the mandated endorsement or ordination.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to confined resident, consumer or inmate areas; may be exposed to potentially violent consumers, residents or inmates; may be exposed to unusual noises, odors or contagious diseases; may be required to work weekends/Sundays.

<b>CLASS TITLE:</b> Chaplain	<b>CLASS NUMBER:</b> 69212	<b>BARGAINING UNIT:</b> 12
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts worship services, sacramental observations & religious educational programs for consumers, inmates or residents of institutions (e.g., mental health, corrections), plans & organizes sermons, bible studies & other chaplaincy programs, screens volunteers & other outside church groups, coordinates & schedules volunteer activities & organizes & monitors training program for seminary students.

Provides spiritual guidance & clinical pastoral education regarding personal, family &/or spiritual problems (e.g., death, confinement, substance abuse, cults, youth behavior); visits living areas & those hospitalized on regular basis & counsels family members &/or staff with a variety of problems; interviews new inmates &/or residents; develops pastoral policies & procedures for chaplaincy program at institution & ensures compliance by outside church groups; attends treatment team meetings; initiates & completes religious assessments in order to determine areas of spiritual needs & to coordinate activities with other treatment services.

Attends staff meetings, seminars & conferences; contacts &/or meets with community religious leaders &/or resource personnel; maintains attendance &/or confidential records.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of religious principles & practices of particular faith; pastoral psychology; clinical pastoral education; human relations. Ability to deal with problems involving several variables in familiar context; prepare & deliver sermons & speeches before groups of patients or residents; cooperate with co-workers or volunteers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current ecclesiastical endorsement by denomination &/or ordination; completion of training in clinical pastoral education provided by denominational &/or inter-denominational training organizations; 12 mos. exp. in providing clinical pastoral education.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, but not for the mandated endorsement or ordination.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to confined resident, consumer or inmate areas; may be exposed to potentially violent residents, consumers or inmates; may be exposed to unusual noises, odors or contagious diseases; may be required to work weekends/Sundays; may be on call for emergency situations.