

Effective Date: October 16, 1994

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHAPLAIN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional pastoral positions located within the Department of Health and Social Services, the Department of Corrections, and the Department of Veterans Affairs. Positions allocated to this classification administer religious programs within a State institution or within a home for aged, disabled veterans. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional pastoral positions located within the Departments of Health and Social Services, Corrections, and Veterans Affairs. Positions in this classification are responsible for the development and provision of a full-range of religious services to the institution, including the development and delivery of religious worship services, religious education classes, programs, and seminars.

C. Exclusions

Excluded from this classification are the following types of positions

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which administer clinical pastoral education programs in addition to providing the full range of religious functions and are more appropriately classified as Chaplaincy Education Coordinator.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

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Positions provide the full range of religious services, including the development and conduct of religious worship services, religious education classes, programs and seminars, under the general supervision of higher

level institution administrative staff. In addition, these positions are expected to become involved in the provision of religious/spiritual and related counseling services to the residents. These positions are actively involved, for a significant portion of their time, in the clinical aspects of the institution rehabilitation/treatment program through the direct and/or indirect counseling of residents in religious/spiritual matters. Counseling the residents in such matters may also occur through interface and discussions with other rehabilitation/treatment staff. The work involves the integration of the total religious program into the framework of the institution's overall rehabilitation/treatment program. Positions may serve as an inmate/client advocate during disciplinary hearings and serve as a volunteer coordinator in addition to the other responsibilities.

REPRESENTATIVE POSITIONS:

DEPARTMENT OF CORRECTIONS: Adhering to Administrative Code and Institution rules, develops and directs institution religious/spiritual programs including Christian and non-Christian denominations. Provides religious worship services directly or through monitoring volunteer or contracted services of community-based religious leaders. Develops and implements religious counseling programs for the inmates. Provides counseling to inmates requesting to marry while incarcerated. Provides religious counseling to families during emergencies. Coordinates counseling services and other program efforts with the institution treatment staff. Serves as institution liaison with the community as directed.

DEPARTMENT OF HEALTH AND SOCIAL SERVICES: Counsels residents and families on religious/spiritual matters, personal and adjustment programs, and during family and other emergencies. Confers with administrators, psychologists, social workers, parents/ guardians and other rehabilitation/treatment staff concerning the welfare and social adjustment of residents. Develops and directs institution religious programs, including Christian and non-Christian denominations. Conducts or provides for the conduct of religious worship services. Conducts in-service training for institution staff on religious needs of residents and participates in planning and conducting other staff educational programs that require special knowledges and skills in regard to religious-cultural/historical factors, moral questions, ethical issues, etc. Participates in resident staffings as necessary. Works with community clergy to help them understand the special needs of residents during treatment and after discharge.

DEPARTMENT OF VETERANS AFFAIRS: Plans, organizes, and carries out a program of spiritual care to meet the individual needs of members of the Wisconsin Veteran's Home. Provides spiritual care through visitation of members at hospitals as needed. Conducts religious services. Participates in care planning of members. Provides in-service training to other staff and residents in the areas of aging, death, dying and spiritual care of members. Participates on committees as assigned.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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