



Chaplaincy Services Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHAPLAINCY SERVICES ASSISTANT	5079	A14	\$37,144 - \$55,134

GENERAL DESCRIPTION

Performs routine (journey-level) work providing religious education and music programs for clients. Work involves assisting with the planning, scheduling, and conducting of programs; coordinating volunteer work; performing administrative functions; and maintaining public relations and community contacts. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Counsels clients and their families.

Makes visits to infirmary and dormitory areas.

Promotes and maintains good public relations through speaking engagements with community groups.

Recruits, trains, and coordinates volunteers.

Maintains forms and records of volunteer hours.

Performs general administrative duties, including maintaining office records and supplies.

Assists in planning, developing, and scheduling religious and music education programs.

Assists in planning and teaching religious education classes.

May conduct worship services.

May provide pastoral care and religious coverage.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in church-related work. Graduation from an accredited four-year college or university with major coursework in theology or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the religious beliefs and practices of various faiths, groups, and denominations; and the professional literature and resources in the field.
- Skill in providing music instruction, in religious counseling, in counseling clients and clients' families, and in the use of a computer and applicable software.
- Ability to schedule and coordinate programs, to maintain records, and to communicate effectively.