



Chaplaincy Services Assistant

Salary Group: A13

Class Code: 5079

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CHAPLAINCY SERVICES ASSISTANT	5079	A13	\$29,439 - \$46,388
CHAPLAIN I	5081	B17	\$36,976 - \$58,399
CHAPLAIN II	5082	B19	\$42,244 - \$68,960
CHAPLAIN III	5083	B21	\$48,278 - \$78,953

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 of 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.