HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Part-Time Detention Chaplain

Job Code: U9955
Pay Grade: PWJ
Pay Scale: $22.15-$33.85 Hourly; $33,402.20-$51,045.80 Annually
Exempt: No

OVERVIEW

Perform duties of a religious nature and coordinate related functions to best meet the spiritual and personal needs of inmates of all faiths. Provide counseling to inmates within their living quarters (e.g., general population, medical, confinement). Most of the work will occur within the confines of the Sheriff's Office jail facilities, and staff members will be required to comply with Standard Operating Procedures pertaining to safety and security.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide inmates of all faiths with effective guidance and counseling in social, personal, and spiritual matters.
- Visit inmate living areas regularly to respond to inmate requests.
- Notify inmates of death in the family, working closely with the Sheriff's Office Crisis Intervention Team (CIT) to ensure inmates are properly notified and offer follow-up counseling.
- Assign special religious diets to inmates who qualify.
- Communicate with family members and friends of inmates who require assistance.
- Distribute bibles and other religious materials to inmates.
- In cooperation with the facility commanders or designees; plan, direct, and supervise all aspects of the religious program to include the approval and training of lay and clergy volunteers from faiths represented by the inmate population as needed.
- Refer inmates to outside community services upon release.
- Conduct or supervise approved weekly religious services at each detention facility as needed.
- Upon approval by the Detention Programs Bureau Human Services Supervisor or higher authority, coordinate with outside volunteers who wish to conduct religious activities inside jail facilities.
- May visit inmates and Sheriff's Office personnel who are hospitalized.
- May represent HCSO at selected public functions and provide invocation prayers at agency ceremonies as needed.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of different philosophical systems and religions to include their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- Ability to be compassionate while working with the inmate population and work effectively with them and others.
- Ability to work in a jail environment of inmates without reacting negatively and to project a professional image at all times.

SKILLS

- Crisis Interventions
- Empathy
- Pastoral Counseling
- Spiritual Guidance
- Volunteer Coordination

WORKING CONDITIONS

- Work in and around a detention or correctional environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- An associate degree from an accredited institution of higher education.
- Five years of experience in a pastoral capacity.
- A valid ordination and license/certification as a clergy member.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Three years of experience in a pastoral capacity.
- A valid ordination and license/certification as a clergy member.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an

employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A Clinical Pastoral Education (CPE) training or equivalent.
- Membership in the American Association of Christian Counselors (AACC) or American Correctional Chaplains Association (ACCA).