

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV74712
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	09/24/69	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Institutional Chaplain Series

JOB CODE TITLE: INSTITUTIONAL CHAPLAIN II

HRIS TITLE: INSTNL CHAPLAIN II

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of considerable difficulty in supervising other chaplains in a program for the religious development of youths or patients of a State institution through pastoral counseling, personal visitation, interviews, instructions and chapel services; and performs related work as required.

EXAMPLES OF DUTIES: Counsels youths or patients and guides them in their religious development, provides pastoral counseling for relatives and staff members, serves on a clinical staff and consults with them; conducts religious services in a State institution; visits and writes letters for youths or patients; administers rites and sacraments; prepares and delivers sermons; confers with relatives and visiting clergy; may train and conduct choir; may initiate local church group participation at the institution; writes reports, keeps records and prepares articles; speaks before professional and lay groups; supervises other chaplains and directs the religious program of the institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the psychological, mental, social and religious needs of youths and patients.

Skill/Ability to: perform the requirements of formal religious services; deal effectively with groups or individuals; work under stressful conditions; supervise.

SPECIAL SELECTION FACTORS: Required at time of appointment: a current license or endorsement of ordination and good standing from an officiating representative of the respective religious agency. May require affiliation with a specific denomination.