

**DESCRIPTION:** Under general supervision, incumbent is responsible for coordinating the religious activities and services provided to individuals of a state institution; performs related work as assigned.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates and/or conducts religious services and activities within a state institution.

Provides individual religious counseling services.

Assists individuals in interpreting and integrating religion as part of a treatment or rehabilitation program.

Recruits and supervises volunteers to assist with the religious program in order to maximize services and program effectiveness.

May develop policies, goals and standards for the overall institutional religious program in order to insure appropriate pastoral care for individuals by assessing needs and determining how those needs can be met by the religious program.

Consults with individuals assigned to the institution to establish a relationship and provide information on the religious program.

May serve as religious department division head at staff meetings.

Serves as liaison between the institutions and local community churches, synagogues, and other religious, civic and service organizations and conducts speaking engagements within the community.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the goals, laws, rules, policies and operations pertinent to the agency and/or division; the psychological, mental, religious and social needs of individuals within the institution.

Ability to: coordinate and/or perform the religious rites practiced by various religious groups; develop treatment goals for individuals within the state institution; plan meaningful worship services; counsel with institutional individuals, their families and staff members; communicate both orally and in writing; the religious rites, beliefs and practices of the major religious organizations; the principles and practices of clinical pastoral care, including counseling, basic psychology, sermon preparation, the basic principles of developmental theory and group dynamics; community religious organizations and resources; assess the religious needs of individuals; develop policies, goals and standards for the operation of the religious program; recruit, train and supervise volunteers who assist with the religious program; organize and coordinate a program involving the religious needs of many separate and different religious preferences.

C79920 – RELIGIOUS COORDINATOR

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Post high school coursework and/or experience in theology, sociology, psychology, counseling, or other behavioral sciences areas.

**SPECIAL NOTE:**

06/8506 State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).