

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Chaplain (Per Diem)

Pay Class: Chaplain

FLSA Non-Exempt

DEFINITION

Under the general supervision of the Police Commander, provides a ministry of presence, support and counsel to police department and fire department staff as well as victims of crime.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Responds to calls 24 hours per day, 365 days per year, Citywide, as requested;
- Provides a ministry of presence, support and counsel to police department and fire department staff and their families in areas of stress management, post shooting, burnout and other areas as requested;
- Performs important follow-up after Police Department and Fire Department staff have stabilized a situation;
- Offers prayer;
- Aids victims of crime and their families;
- Coordinates support services to transients and homeless community members;
- Provides instruction and conducts workshops in areas such as stress management, ethics and family life;
- Visits with sick or injured police and fire department staff and/or their families;
- Responds to religious/spiritual questions;
- Offers a listening ear without judgement and with confidentiality;
- Assists law enforcement with calls such as death notifications, suicide and suicide prevention, rape and sexual assault, accidents with severe injuries or death, homicide and violent assaults, disasters, child abuse, missing persons, terrorism, family disturbances and other incidents as requested;
- Coordinates a variety of agencies and churches to bring needed help in times of crisis;
- Assists in bringing community together and creating positive opportunities for community

- members to interact with police and fire department staff;
- Performs other duties as assigned.

QUALIFICATIONS

Experience: Ecclesiastically certified in good standing and endorsed for law enforcement chaplaincy by a recognized religious body with five (5) years of experience in ministry. Must never have been convicted of a criminal offense involving moral turpitude.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSA's necessary to perform essential tasks of the position.*

Knowledge of: The organizational structure of the police and fire departments; geographical configurations and characteristics of the response districts; community, medical, psychiatric and other helping resources in the local area; department operating procedures for administration, emergency operations and incident management systems. English usage, spelling, grammar and punctuation; principles and procedures of recordkeeping; and techniques used in dealing with the public.

Skill and Ability to: Serve on a 24-hour on-call basis; manifest a broad base of experience and professional ministry, emotional stability and personal flexibility; carry a department-issued identification card; wear department-issued uniform and equipment; meet once per month and police or fire station; become involved in training programs that enhance one's efficiency in meeting and dealing with people in crisis; maintain confidentiality of sensitive information and documents; and establish and maintain effective working relationships with supervisors, peers, and the general public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Perform work within an indoor and outdoor environment, hostile environment during emergency operations; enter potentially hazardous situations. Ability to stand, sit, walk, talk and hear; climb, balance, stoop, kneel, crouch, crawl and smell; use hands and fingers to handle and operate objects, tools, controls, etc; reach with hands and arms; and perform frequent, repetitive motions with hands, wrists and arms. Mental application uses memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Individual must exercise good judgment and be

flexible and sensitive in response to changing situations and needs.

Approved by: Marissa Trejo 4/24/23
Marissa Trejo, City Manager Date