



STATE OF SOUTH CAROLINA
Department of Juvenile
Justice

P O Box 21069
 4900 Broad River Road, Building 2007
 Columbia, SC 29221-1069

INVITES APPLICATIONS FOR THE POSITION OF:
Chaplain II-UEC

An Equal Opportunity Employer

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OPENING DATE: 07/31/20

CLOSING DATE: 08/07/20 05:00 PM

JOB TITLE: Chaplain II-UEC

CLASS CODE: GC20

POSITION NUMBER: 60034189(104193)

SLOT NUMBER:

STATE SALARY RANGE:

\$33,494.00 - \$61,975.00 Annually

AGENCY HIRING RANGE - MIN: \$37,678.00

AGENCY HIRING RANGE - MAX:

LOCATION: Union County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: No

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

You must apply online at www.careers.sc.gov. Follow the status of your application online.

JOB RESPONSIBILITIES:

Under the direct supervision of the Manager of Chaplaincy, functions as the primary clinical chaplain and pastoral caregiver for the Upstate Evaluation Center. Provides clinical pastoral care to the juveniles, their family members and staff. Provides and/or organizes pastoral counseling, grief counseling, emergency/crisis visits, death and on call visits for the youth within the facility. Plans, conducts and/or coordinates religious programming to include delivering services, facilitating groups and providing one on one counseling. This includes worship services, Sunday

school classes, weekly Bible studies, and midweek vesper. Provides orientation, guidance and ongoing support to the spiritual development volunteers; works closely with these volunteers to coordinate special events such as holiday parties and agency-wide events. Mobilizes the faith-based community to meet the spiritual needs of youth with diverse religious beliefs. Plans and administers programs to meet the spiritual and emotional needs of the juveniles within the facility. Represents Chaplaincy on the treatment and PbS teams as required; completes PbS forms and clinical notes as outlined in policy. Performs other related duties.

MINIMUM AND ADDITIONAL REQUIREMENTS:

State Requirements: The equivalent of a master of divinity degree from an accredited theological school, additional clinical pastoral education and/or work experience in a clinical pastoral setting.

Agency Requirements: Requires the equivalent of a Master of Divinity degree from an accredited theological school and additional clinical pastoral education and/or work experience in a clinical pastoral setting.

Necessary Special Requirement: Ordination as a minister, priest, or rabbi with current ecclesiastical endorsement, or the accepted equivalent of ordination in the receptive faith.

Note: If any Agency Requirements are listed above, applicants must also meet those requirements to be considered for the position. Salary may vary depending on experience and qualifications. Candidates must present documentation of their attainment of college degree(s) at the time of interview. Documentation must be either an official or unofficial copy of the college transcript or Letter of Verification of Degree from the institution's Registrar's Office. If the candidate selected for the position provided an unofficial copy, it must be replaced with an official copy on or before the HR processing date.

PREFERRED QUALIFICATIONS:

Knowledge of the emotional and spiritual needs of the client population. Knowledge of pastoral counseling and treatment techniques. Knowledge of the principles of effective human relations. Knowledge of the theoretical concepts and worship practices of different religious dominations. Ability to accurately identify individual psychological problems and suggest appropriate solutions. Ability to plan and administer a program of clinical pastoral care. Ability to organize programs of religious worship and related activities. Ability to communicate effectively. Under the direct supervision of the Master of Chaplaincy, the employee must be able to perform competently and independently. Employee will receive annual performance reviews and take part in formal and informal consultations with Director of Chaplaincy as deemed appropriate. Must be able to work with incarcerated youth. This position performs job duties relating to the custody, control, transportation, or recapture of juveniles within the jurisdiction of the Department of Juvenile Justice, and the employee may have direct and indirect contact with juveniles within the jurisdiction of the Department of Juvenile Justice. Training applicable to these duties will be provided.

ADDITIONAL COMMENTS:

Applications are incomplete if you fail to answer all supplemental questions, education and work history. Incomplete applications are not referred to hiring managers. Applications are accepted until 5:00 p.m. on the stated closing date.

You will be asked to provide a certified transcript if selected for a position requiring a degree. A background investigation will be conducted that may include, but not limited to, criminal records, driver's license and child abuse registry prior to an offer of employment. **Additionally, a medical examination and drug testing may be required. Please provide an explanation for any gaps in employment.**

careers.sc.gov
P O Box 21069
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Columbia, SC 29221-1069

Job #104193
CHAPLAIN II-UEC
DW

Chaplain II-UEC Supplemental Questionnaire

- * 1. I understand that while entering, leaving, or while on SCDJJ property, my personal vehicle may be searched. Possession of contraband or refusing to submit to such search is grounds of disciplinary action up to and including termination. I further understand that any employee furnishing a DJJ juvenile client with contraband is subject to disciplinary action and criminal prosecution.
 Yes No

- * 2. I will provide a written report confidentially to the Office of Human Resources Director, and a copy to my Executive Manager (Deputy Director, Associate Deputy Director, Inspector General) of all arrests, convictions, Child Abuse and Neglect Registry, and loss of SC Driver's License within 72 hours of their occurrence. Minor traffic violations need not be reported. Convictions such as driving under the influence of alcohol or drugs are serious violations and therefore must be reported.
 Yes No

- * 3. I understand that I will be working in a rehabilitative, correctional setting and a degree of personal risk is involved. The agency will provide an orientation to this rehabilitative, correctional setting.
 Yes No

- * 4. I understand that I will accept an initial duty and workday/shift assignment, which may be changed to meet the needs of DJJ.
 Yes No

- * 5. I understand that I will be subject to alcohol and other substances testing in accordance with SCDJJ, State, and Federal requirements.
 Yes No

- * 6. SC State law prohibits the employing of individuals for positions for which a family member supervises or manages. Family member means an individual who is the employee's spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, a child residing in the employee's household, or an individual claimed by the employee or the employee's spouse as a dependent for income tax purposes. If selected for this position I understand my employment cannot be in violation of SC State Law.

Yes No

- * 7. Have you or any members of your family ever been a victim of a crime committed by a juvenile who is currently under the supervision of DJJ? If yes, type in yes and give the last name of the juvenile, date and location of trial. If no, please type in no.
- * 8. Are you related to any juvenile who is currently under the supervision of DJJ? If yes, give the last name of the juvenile, date and location of trial. If no, type in no.
- * 9. VALID DRIVERS LICENSE INFORMATION: A background investigation will be conducted that may include, but is not limited to, criminal records, driver's license and child abuse registry prior to an offer of employment. Please type in your complete driver's license number beginning with the state that issued your driver license. Example: South Carolina 000000000
- * 10. Have you or any members of your immediate family ever testified in a case involving a juvenile who is currently under the supervision of DJJ or in one of the DJJ facilities? If yes, type in yes and give the last name of the juvenile, date and location of trial. If no, type in no.
- * 11. Are you currently a South Carolina Department of Juvenile Justice Employee?
 Yes No
- * 12. I understand that SCDJJ will not hire or promote anyone who may have contact with residents, and shall not enlist the services of any contractor who may have contact with residents who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility juvenile facility, or other institution (as defined in 42 U.S.C. 1997); has been convicted of engaging in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or has been civilly or administratively adjudicated to have engaged in the activity described above.
 Yes No
- * 13. The South Carolina Department of Juvenile Justice is an equal opportunity employer. DJJ does not discriminate in hiring, promotions, discharge, pay, fringe benefits, job training, classification, referral or in any other aspects of employment, on the basis of race, color, religion, sex, disability or national origin. Any acts you feel are in violation please contact the Office of Human Resources, 220 Executive Center Dr., Columbia, SC (803) 896-5600. The South Carolina Department of Juvenile Justice's School District also does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability or age. The following offices have been designated to handle inquiries regarding the school district's nondiscrimination policies: Title IX - Inspector General's Office - 4900 Broad River Road, Columbia, SC 29210-5427 - Ph: 803-896-9595; 504 Special Education Office, 1830 Shivers Road, Columbia, SC I have read and fully understand DJJ's position concerning the law.

Yes No

* 14. If selected for this position, are you available to rotate shifts, i.e. nights, days, weekends, holidays, on-call?

Yes No

* 15. Do you have a Master of Divinity degree from an accredited theological school and additional clinical pastoral education and/or work experience in a clinical pastoral setting?

Yes No

* 16. Are you ordained as a minister, priest, or rabbi with current ecclesiastical endorsement, or the accepted equivalent of ordination in the receptive faith?

Yes No

* 17. How did you hear about this position?

SC Government Website (jobs.sc.gov)

Career Fair

SC Works

Indeed.com

Radio Advertisement

DJJ Employee

Other

* 18. If you answered "DJJ Employee" to the previous question please list employee's name.

* 19. If you answered other to question 17, please tell us how you learned of this position.

* Required Question