

## Prison Chaplaincy Service of Aotearoa New Zealand JOB DESCRIPTION

<b>Position title</b>	<b>Chaplain</b>
<b>Location</b>	<b>Northland Regional Corrections Facility</b>

<b>Role purpose</b>
<p>The Prison Chaplaincy Service of Aotearoa New Zealand (PCSANZ) is a registered charity that provides religious and spiritual support services under contracts with the Department of Corrections and Serco (“Contracting Agencies”).</p> <p>PCSANZ delivers a range of services in accordance with section 79 of the Corrections Act (2004). This includes the employment, placement and management of professional chaplains and committed faith-based volunteers in all New Zealand’s 18 prisons and correctional facilities.</p> <p>The purpose of the Chaplain role is to provide spiritual and religious support to all prisoners. Chaplains work with prisoners as they encounter the challenges of incarceration and separation from loved ones and whānau.</p> <p>PCSANZ is committed to offering every prisoner the hope that can transform lives.</p>

<b>Reporting line</b>	Regional Manager
<b>Key internal relationships</b>	Prison chaplaincy team Volunteers PCSANZ National Office staff Applicable Contracting Agency’s Prison Director and staff NZCBC Senior Catholic Chaplain
<b>Direct reports</b>	Supervision and oversight to faith-based volunteers, including Assistant Chaplains
<b>External relationships</b>	Sponsoring Church or fellowship Community-based faith organisations, including PFNZ Local Iwi NZCBC

<b>Functions and responsibilities (key activities, task and outcomes to be achieved)</b>
<p><b>1) Spiritual and religious leadership:</b></p> <ul style="list-style-type: none"> <li>a) Provide opportunities for structured and scheduled religious and spiritual group services in the Christian faith to prisoners</li> <li>b) Provide individual religious and spiritual pastoral support to prisoners</li> <li>c) Facilitate the provision of pastoral care and ceremony to prisoners of other faiths</li> <li>d) Ensure provision of services during periods of specific national or religious observance, such as Christmas and Easter</li> <li>e) Provide for the recruitment, training, coordination, engagement and supervision of chaplaincy volunteers</li> <li>f) Encourage Contracting Agency and PCSANZ managers and staff to recognise the spiritual and religious needs of prisoners</li> </ul>

**2) Reporting and meeting requirements:**

- a) Collect and compile information required for reporting and meetings in an orderly, effective and efficient manner
- b) Actively and constructively engage in the monthly operational meetings with Contracting Agencies' staff, as required, at the prison site
- c) Complete required reports with all requested information accurately, effectively and on time
- d) Demonstrate willingness to learn and engage with new software, such as the volunteer database, SharePoint and Microsoft Office 365

**3) Development and enhancement of chaplaincy:**

- a) To minister in a way that honours and enhances the standing of chaplaincy in the prison, the churches and the community
- b) Contribute actively to the development and enhancement of the local chaplaincy team
- c) Work with Catholic chaplains in an ecumenical way

**4) Community Liaison:**

- a) Establish and maintain sound working relations with local churches and community-based faith organisations (CBFOs)
- b) Establish and maintain sound working relationships with local representatives of other faiths
- c) Establish and maintain sound working relations with internal and external stakeholders, community groups and service providers
- d) Make referrals to appropriate Contracting Agencies' staff linking prisoners with CBFOs on release (if requested by the prisoner)

**5) Other duties**

Is flexible and versatile in assisting and supporting the wider team

**6) Health and safety**

- a) Complies with responsibilities under the Health and Safety at Work Act 2015 and its Regulations and Amendments
- b) Complies and actively engages with PCSANZ and the Applicable Contracting Agency's health and safety policies and procedures

**Core competencies**

Competent performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

**1) Responsiveness:**

- a) Identify and address the spiritual needs of prisoners
- b) Minister in crisis situations
- c) Identify opportunities to improve service delivery so that prisoners' spiritual and religious needs are best met

**2) Communication:**

- a) Create an environment of open and respectful communication where the exchange of ideas and opinions is encouraged
- b) Share information, ideas and experiences with chaplains, volunteers, managers and peers
- c) Ensure that written and oral communication is clear, concise and logical

**3) Creating a positive environment:**

- a) Encourage teamwork and co-operation between the chaplaincy team (including volunteers) and Contracting Agency staff, as a means of meeting the spiritual and religious needs of needs of prisoners
- b) Build strong working relations with the volunteers, prison chaplaincy team, unit managers and staff, other prison services staff and external suppliers
- c) Provide opportunities to meaningfully engage, value and motivate PCSANZ volunteers

**4) Decision-making and problem-solving:**

- a) Reach well-reasoned decisions, supported by evidenced best practice and available information
- b) Respond to the views of others and obtain support for decisions wherever possible
- c) Accept responsibility for problem solving and for developing workable solutions

**5) Commitment:**

- a) Identify opportunities and accept responsibility for making things happen
- b) Undertake additional tasks as prescribed by PCSANZ

**6) Time management:**

- a) Focus on the task at hand without losing track of priorities
- b) Plan and organise activities as well as responding appropriately to situations as they arise
- c) Use time effectively and efficiently

**7) Professional-development:**

- a) Accept responsibility for one's own professional development, including seeking feedback from others on own performance
- b) Accept responsibility for ensuring one's own spiritual and personal needs are met through participation in prayer and worship external to the prison
- c) Actively participates in training and professional development opportunities
- d) Undertake regular pastoral and professional supervision
- e) Demonstrates leadership to volunteers in team, ensuring they are adequately trained and prepared for their role

**8) Supporting organisational values:**

- a) Abide by the PCSANZ policies, procedures and employment conditions
- b) Abide by the PCSANZ and the Applicable Contracting Agency's Codes of Conduct
- c) Act fairly and impartially in all dealings with PCSANZ staff (including volunteers), prisoners, prison management and staff and other service providers
- d) Demonstrate an awareness and commitment to the Treaty of Waitangi and multi-culturalism
- e) Work with the Health and Safety guidelines, procedures and policies of PCSANZ and the Applicable Contracting Agency to ensure a safe physical and psychological environment

**Key job requirements**

**Qualifications**

- Proven pastoral experience, ideally five years
- Relevant theological knowledge
- Accreditation and recommendation by the applicant's denomination as a person qualified, experienced and suitable for the role of prison chaplain
- Competence working with databases, the Internet and the Microsoft Office suite

### Qualities

- An ability to speak Te Reo and experience in working in a multi-cultural environment would be an added advantage
- Ability to deliver services in a non-judgemental and impartial manner
- Has good networks with community-based faith organisations
- Acts with integrity at all times
- Ability and willingness to work in both a spiritual/religious and secular context, and to minister in a multi-faith environment
- Demonstrates adequate physical and psychological fitness to work within a secure, challenging and demanding prison environment
- Proven experience in developing and maintaining positive working relationships within and outside an organisation
- Highly developed communication skills including the ability to relate to a wide range of people from different cultures and backgrounds
- A willingness to mirror and accurately represent the aims and vision of PCSANZ
- An enthusiastic approach, solutions-focused and a willingness to go the extra mile
- The ability to work independently, set priorities, meet deadlines and remain calm under pressure
- Warm and approachable personality
- Respect for the imperatives for strict confidentiality, the privacy of individuals and the maintenance of PCSANZ's and the prison's systems and information

### Attitude and characteristics

- Affirm the dignity and value of each individual
- Respect the right of each faith group to hold to its values and traditions
- Advocate for professional accountability that protects the public and enhances the standing of chaplaincy
- Respect the cultural, ethnic, gender, racial, sexual orientation and religious diversity of others and strive to eliminate discrimination
- Speak and act in ways that honour the dignity and value of each individual and refrain from imposing their own values and beliefs on others
- Minister in a manner that promotes the best interest of the individual and fosters strength, integrity and healing
- Safeguard the confidentiality of information entrusted to them
- Understand the limits of their individual expertise, seek advice and counsel when uncertain and make referrals to other professionals when appropriate
- Actively engages in health and safety, reporting risks and hazards, as well as promoting mitigating strategies
- Ensure that private conduct does not bring dishonour on chaplaincy
- Take collegial and responsible action when concerns about or direct knowledge of incompetence, impairment, misconduct or violations occur
- Exercise due caution when communicating through internet or other electronic means

*I have read and understood the above Job Description and accept all the above responsibilities incorporated herein.*

Signed:

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