

POSITION DESCRIPTION



1. POSITION: Chaplain, Juvenile Justice
2. PROGRAM/SERVICE: Juvenile Justice Chaplaincy, Family Services
3. POSITION PURPOSE:

Under the guidance the Executive Manager Family Services, the main purpose of this position is to deliver and coordinate CatholicCare's Chaplaincy Service to Reiby Juvenile Justice Centre (JJC), Airds.

This position also liaises with a range of internal and external people and organisations including, but not restricted to:

- DJJ Personnel internal and external to Reiby JJC
- Chaplains from other DJJ centres
- The Civil Chaplains' Advisory Council
- CatholicCare staff
- Representatives of social communities
- Various Aboriginal communities and representatives
- Clergy and other representatives of diverse spiritual/religious or cultural entities and communities
- Families of detainees

The Juvenile Justice Chaplaincy Program is part of the Family Services (FS) Group of programs at CatholicCare. Other FS programs include the School Student and Family Program, the Family Support Program, ParentsNext and School Chaplaincy.

4. DIMENSIONS:

- 4.1 Classification: Permanent part-time
- 4.2 Location: Based in Campbelltown. Travel within and external to the Wollongong Diocese may be required from time-to-time.
- 4.3 Budget responsibility: nil
- 4.4 Position is directly accountable to: Coordinator for Chaplaincy
- 4.5 Positions that report directly to this position: nil
- 4.6 Number and type of other positions for which position is responsible:

- 4.7 Pre Employment Screening Required: National Criminal History Records Check and Working With Children Check.

5. KEY ROLES AND RESPONSIBILITIES

5.1 Program Specific

- Service Delivery
- The Chaplain, Juvenile Justice is responsible for ministry to and the spiritual care of detainees and staff at Reiby JJC.
- The Chaplain provides pastoral care and religious activities to detainees and staff through:
 - Pastoral assessment;
 - Pastoral ministry;
 - Pastoral support and education;
 - Pastoral ritual and worship; and
 - Spiritual support and care.
- These responsibilities are exercised within the normal operating and safety parameters of the JJC and may include providing support to detainees who are sick, confined or segregated.
- The Chaplain has a responsibility to ascertain the religious, spiritual and pastoral needs of young people in detention from diverse religious and cultural backgrounds and to facilitate access to appropriate ministry for them. This will require regular liaison with representatives of diverse faiths and beliefs. The Chaplain provides information to and is a resource for Reiby JJC with regard to the diversity of religious and cultural expressions and practices of the young people in detention.
- Where possible, and in consultation with Reiby JJC case managers, the Chaplain will design and implement appropriate religious activities and programs to address the needs of detainees. Once developed, these plans will form part of a detainee's overall case plan.
- When requested by a detainee, the Chaplain may accompany them to court or visit the detainee's family to provide appropriate pastoral support. When requested and appropriate, the Chaplain may act as an advocate for the detainee. Notwithstanding this, the Chaplain is not to act in a supervisory or custodial role and will confine their comments or actions to the limits of their Chaplaincy role.
- When performing their duties, in addition to the policies and procedures of CatholicCare, the Chaplain is subject to various DJJ policies and procedures. In particular:
 - Code of Conduct;
 - Case Management Policy;
 - Client Protection Policy;
 - Protocol for Acceptable Use of Internet and Email;
 - Information Security Policy;
 - Privacy Policy; and
 - Policy and Procedures for Resolution of Client Complaints.
- As an employee of CatholicCare, the Chaplain is required to report concerns regarding policy and procedure to the Coordinator for Chaplaincy in the first instance.

Security and Confidentiality

- The Chaplain, by necessity, has only limited security restrictions imposed while inside the Centre. The Chaplain is required to adhere to all DJJ security and confidentiality protocols and is to comply with any security direction from DJJ staff. Details of security requirements can be found in the DJJ policies and the Memorandum of Understanding between NSW Department of Juvenile Justice and the Civil Chaplaincies Advisory Committee.

Administration

- Submit timesheets on a fortnightly basis to the Coordinator for Chaplaincy
- Family Services; Complete and submit Service Delivery Verification forms to CatholicCare Finance Office monthly;
- Collate and submit authorised expense claims and invoices to CatholicCare Finance Office monthly for reimbursement or payment;
- Participate in professional guidance.

Service Delivery Reporting

- Ensure services meet all external and internal legal and financial obligations.
- Maintain accurate records for the purposes of auditing, funding applications and the presentation of reports as required by the Director and CLT.
- Monitor compliance with relevant codes and industry standards, and ensure the timely submission of all external statistical and accreditation reports as required.

Stakeholder Relationships

- Strengthen and maintain communication links and cooperative arrangements with appropriate funding bodies and other community services agencies relevant to the program.
- Engage in new partnerships to enhance service delivery.
- Support an organisational culture that inspires creativity and innovation, effective working partnerships and overall excellence and best practice in service delivery.
- Participate in a range of internal and external committees and forums to advance the interests of the program and CatholicCare in the community.

5.2 General

- Lead by example and adhere to all occupational, health and safety systems and practices.
- Promote a positive public image for CatholicCare.

Work, Health and Safety (WHS)

6. SELECTION CRITERIA

The successful applicant will be able to demonstrate a high level capacity and expertise in each of the following:

6.1 Essential

- Tertiary qualifications in theology at diploma level or higher. The qualification must meet national accreditation standards.
- Clinical Pastoral Education qualifications or equivalent, or willingness to undertake this.
- A minimum of five years experience in pastoral care or ministry with the ability to conceive, create and deliver effective religious and spiritual development programs.
- Willingness to support values of CatholicCare and the ethos of the Catholic Church
- An excellent understanding of the social and spiritual needs of young people from disadvantaged backgrounds
- A sound understanding of Aboriginal culture and ability to respond to the needs of young indigenous people and their families in a respectful and appropriate manner.
- An understanding of the needs of young people from non-Christian faiths and the ability to appropriately respond to their spiritual and cultural needs.
- Experience delivering high-quality client services for families and individuals.
- Ability to build positive and productive relationships with people at all levels within and outside the organisation.
- Experience in conflict resolution and handling complex issue-based and/or crisis situation
- Able to work within a multidisciplinary team of people
- Current driver's licence.

6.2 Desirable

- Relevant post graduate tertiary qualifications.

7. ATTACHMENTS:

8. VERIFICATION

8.1 Name of Director/Executive Manager: Michael Austin

8.2 Signature of Director/Executive Manager:

8.3 Date:

8.4 Date of Last Review: 6th May 2019

9. ENDORSEMENT OF POSITION HOLDER

I have read this Position Description and am satisfied that it accurately describes the position.

9.1 Name of Position Holder:

9.2 Signature of Position Holder:

9.3 Date: