

# Prison Chaplaincy Service of Aotearoa New Zealand

## Position Description Catholic Chaplain

Position Title:	Catholic Chaplain
Location:	Hawke Bay

### Background

This position description is founded on the Outcome Agreement between Department of Corrections and Prison Chaplaincy Service of Aotearoa New Zealand (PCSANZ) 2015 and the subcontract between the New Zealand Catholic Bishop's Conference (NZCBC) and PCSANZ 2016. PCSANZ is a registered charity that provides religious and spiritual support services under contracts with the Department of Corrections and Serco.

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 of New Zealand's 18 prisons and correctional facilities.

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.

PCSANZ is committed to offering every prisoner a hope that can transform lives.

- (a) The Catholic Church's commitment to the Gospel mandate to provide for those in prison has a long history and tradition of providing ministers
  - to serve those in prison,
  - to promote and share the gospel message of Christ's salvation,
  - to facilitate the celebration of the sacraments, and to provide pastoral care, counsel and support;
- (b) NZCBC acknowledges that PCSANZ is legally responsible for providing the services and meeting the obligations set out in PCSANZ's Agreement with Corrections; and
- (c) NZCBC is committed to supporting PCSANZ in providing those services and meeting such obligations; and
- (d) NZCBC wishes to carry out this ministry in partnership with PCSANZ as a separate but integrated part of a national prison chaplaincy service in Aotearoa New Zealand; and
- (e) NZCBC acknowledges the leadership role of the Chief Executive of PCSANZ.

<b>Reporting line</b>	Senior Catholic Chaplain/Diocesan Manager
<b>Key internal relationships</b>	Senior Catholic Chaplain Regional Chaplain Prison chaplaincy team Volunteers PCSANZ CEO, National Office Manager and Operations Manager Contracting Agencies' Prison Director and staff
<b>Direct reports</b>	Supervision and oversight to faith-based volunteers, including Assistant Chaplains
<b>External relationships</b>	Diocesan Bishop, Manager or Delegate Parish personnel Community-based faith organisations, incl PFNZ Local Iwi

<b>Functions and responsibilities (Key activities, tasks and outcomes to be achieved)</b>	
<b>1) Spiritual Leadership:</b>	<ul style="list-style-type: none"> <li>a) Provide spiritual leadership and support to inmates.</li> <li>b) Ensure processes for identifying Catholic inmates and providing opportunities for them to nurture their relationship with God e.g. Mass, Reconciliation and Communion.</li> <li>c) Provide opportunities for religious observances in the Christian faith to inmates.</li> <li>d) Facilitate the provision of pastoral care and ceremony for other faiths.</li> <li>e) Provide a prophetic voice within the prison and the wider community.</li> <li>f) Provide for the recruitment, training, coordination and supervision of chaplaincy volunteers.</li> </ul>
<b>2) Pastoral Support:</b>	<ul style="list-style-type: none"> <li>a) Provide pastoral support and counsel to inmates which meets their religious and spiritual, needs.</li> <li>b) Advocate on behalf of inmates as required.</li> <li>c) Assist resolution of conflict through advocacy and mediation.</li> <li>d) Encourage managers and staff to recognise the spiritual, personal, ethnic and cultural needs of inmates in the development and implementation of inmate programmes and initiatives.</li> </ul>
<b>3) Reporting and meeting requirements:</b>	<ul style="list-style-type: none"> <li>a) Collect and compile information required for reporting and meetings in an orderly, effective and efficient manner.</li> <li>b) Actively and constructively engage in the monthly operational meetings with Contracting Agencies' staff at the prison site.</li> <li>c) Complete required reports accurately, effectively and in a timely manner including submission of fortnightly timesheets and leave applications to Diocesan Manager and Senior Catholic Chaplain</li> <li>d) Demonstrate willingness to learn and engage with new software, such as the volunteer database and Microsoft Office 365.</li> </ul>

#### **4) Development and enhancement of Chaplaincy:**

- a. 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.

#### **5) Community Liaison:**

- a. Assist Diocese with recruitment of appropriate volunteers to support prison ministry
- b. Establish and maintain sound working relations with local churches and community faith-based organisations (CBFO's).
- c. Establish and maintain sound working relationships with local representatives of other faiths.
- d. Establish and maintain sound working relations with external stakeholders, community groups, and service providers
- e. Make referrals to appropriate Contracting Agencies' staff linking with community-based faith organisations on release (if requested by the offender)

#### **6) Other duties**

Is flexible and versatile in assisting and supporting the wider team

#### **7) Health and Safety**

- a. Complies with responsibilities under the H&S in Employment Act 1992 and its Regulations and Amendments
- b. Complies with PCSANZ, Corrections, Diocesan and Serco'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 inmates.
- b. Minister in crisis situations.
- c. Identify opportunities to improve service delivery so that inmates' spiritual and religious needs are best met.
- d. Question and challenge the efficiency and effectiveness of chaplains' work practices.

#### **2) Communication:**

- a. Encourage inter and intra-group co-operation, including between inmates, as well as chaplaincy (including volunteers) and prison staff.
- b. Share information, ideas and experiences with chaplains, volunteers, managers and peers.

- c. Build strong working relations with the volunteers, prison chaplaincy team, unit managers and staff, other inmate services staff and external suppliers.
- d. Ensure that written and oral communication is clear, concise and logical.
- e. Report to Diocesan Manager on any employment issues
- f. Regular communication with Senior Catholic Chaplain

**3) Creating a positive environment:**

- a. Encourage teamwork and co-operation between the chaplaincy team (including volunteers) and Contracting Agencies' staff, as a means of meeting the spiritual and religious needs of inmates.
- b. Create an environment of open and respectful communication where the exchange of ideas and opinions is encouraged.
- c. Work co-operatively with Case Management and be familiar with processes, policy changes and new initiatives
- d. Provide opportunities to meaningfully engage and value 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 or Senior Catholic Chaplain consistent with the role of Prison Chaplain.

**6) Time management:**

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

**7) Professional-development:**

- a. Accept responsibility for own professional development, including seeking feedback from others on own performance.
- b. Accept responsibility for ensuring own spiritual and personal needs are met through participation in prayer and worship external to the prison.
- c. Maintain a balance between work and personal life
- d. Actively participate in training and professional development opportunities.
- e. Undertake regular, professional supervision with an approved Supervisor for a minimum of ten (10) sessions per annum
- f. Commence study towards Certificate in Prison Ministry and complete 3 Prison Ministry papers from the Catholic Institute (TCI) within 2 years of commencing the role as agreed

- g. Demonstrate leadership to volunteers in team, ensuring they are adequately trained and prepared for their role.
- h. Maintaining active involvement and good standing with the local parish (the question of good standing shall be determined by the Bishop)

**8) Supporting organisational values:**

- a. Abide by the PCSANZ policies, procedures and employment conditions.
- b. Abide by the PCSANZ and Department of Corrections' Codes of Conduct and Key Standards of Behaviour.
- c. Act fairly and impartially in all dealings with PCSANZ staff (including volunteers), inmates, prison management and staff and other service providers.
- d. Demonstrate an awareness and commitment to the Treaty of Waitangi and multi-culturalism. Work to ensure a safe physical and psychological environment.

**Key job requirements**

**Qualifications**

- Proven pastoral experience, ideally five years.
- Relevant theological knowledge.
- Deemed by Diocesan Bishop as a person qualified and suitable for the role of prison chaplain.
- Competent with Microsoft Office.

**Qualities**

- Understanding of and commitment to the teachings of the Catholic Church including the principles of Catholic Social Teaching.
- Comfort and ability working in a Māori environment.
- An ability to speak Te Reo and experience in working in a multi-cultural environment would be an added advantage.
- Demonstrate awareness of professional boundaries and protecting them
- Ability to deliver services in a non-judgemental and impartial manner.
- Acts with integrity at all times.
- Proven record of and willingness to work in both a spiritual/religious and secular context, and to minister constructively in an interdenominational and 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.
- Maintain relationships with inmates on a professional basis only
- 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.
- Engages in collegial relationships with other chaplains, local clergy and social agencies.
- 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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