



Position Description		
Job Details:		
Position Title: Prison Chaplain		Year: 2021
Department: Chaplaincy		
Reports directly to: Chaplaincy Manager		Direct Reports: • N/A
Background Information		
Qualifications	<i>Undergraduate</i>	Desirable: A tertiary qualification in Spiritual Care or Theology such as Master of Arts or SocSc (specialising in spiritual care, counselling)
	<i>Postgraduate</i>	
	<i>Other</i>	Essential: Pastoral Care and/or Pastoral Counselling (such as Clinical Pastoral Education (CPE) or equivalent or willingness to undertake the course within first year of employment)
CatholicCare Western Sydney & The Blue Mountains Overview		
<p>CatholicCare Western Sydney and the Blue Mountains (CC) is a not-for-profit that aims to serve the community in the Catholic Diocese of Parramatta by overseeing the provision of high-quality social services operating according to the principles of Catholic Social Teaching. CC respects the dignity, worth, diversity, cultures and beliefs of all people and is renowned for its hands-on and practical approach to the service and pastoral care of people in this area.</p> <p>At CC, what inspires us most is hearing what really matters to our clients so we can support them to live with joy and purpose. CC provides various services for a range of clients from birth to the aged across the following programs providing them with resources, education and tools to overcome their challenges.</p> <ul style="list-style-type: none"> • Child Education Services • Families, Counselling and Wellbeing • Disability and Aged • Homelessness 		

- Community & Engagement

As a not for profit, CC relies significantly on funding and community support to be able to continue to make a difference in the lives of people who need us.

Working for CatholicCare Western Sydney & The Blue Mountains

Our highly trained staff support people at all stages of life to manage difficulties and rediscover strengths. We are a unifier, bringing together individuals and families with their community. This is what inspires us every day so all those in our community may live with joy and purpose.

With more than 200 employees and volunteers, CC employs a diverse range of staff across its many programs including counsellors, support workers and educators.

CC is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. CC is committed to safeguarding all children, young people and vulnerable adults and that all children, young people and vulnerable adults have an equal right to protection from abuse.

At CC we are committed to employing the very best people in the industry who have a genuine passion for working in the not for profit sector and have the right level of experience and knowledge.

CatholicCare Western Sydney & The Blue Mountains Values

At CC, our values underpin everything we do and how we do it.

- **WE EMBRACE EVERY JOURNEY** with gratitude and love
 - **WE ARE AVAILABLE** with an open mind and heart
 - **WE BUILD TRUST** with integrity and respect
 - **WE ADVOCATE** with patience and passion
 - **WE PERSEVERE** with resilience and belief

Role Purpose

As a Prison Chaplain:

- You will provide high quality transformational pastoral care and spiritual support to inmates, staff, and families in line with the CatholicCare Mission, Vision and Values.
- You will work inclusively with people of diverse backgrounds and needs, of faith or not, to sustain and empower them to attain holistic wellbeing.
- You will work collaboratively with the Head of Reducing Re-offending, other members of Correctional Centre staff, volunteers and representatives from other faith traditions.

Responsibilities and Key Performance Indicators

- Effective modelling of Catholic values
- Ensure strong communication and compliance with all reporting requirements (internal and external as may be required)
- Advise the Chaplaincy Manager in all matters impacting on the Diocese and its activities

- Observe all Parklea protocols
- Keep all Parklea Mandatory Training requirements up to date
- Attend training, workshops and seminars relating to the provision of Parklea Chaplaincy and Pastoral Care
- Perform your duties with integrity and diligence
- Be respectful and accepting of individual differences and treat others with dignity
- Document and maintain records in a professional and accurate manner as required by Parklea and CatholicCare
- Maintain a working knowledge of relevant Corrections Department policies
- Ensure prompt responses to referrals, within Parklea guidelines

Knowledge, skills, experience & compliance – Required to perform this role

- Demonstrated commitment to the ethos and values of the Catholic Church and its faith traditions.
- Pastoral Care and/or Pastoral Counselling qualifications such as Clinical Pastoral Education (minimum 400 hours) or equivalent and ability to articulate a variety of theological perspectives arising from an individual's particular theological formation. CatholicCare is also willing to consider a candidate that is prepared to undertake and complete (minimum 400 hours) accredited CPE course within a year of appointment.
- Understanding of, and demonstrated ability to work sensitively with individuals and faith/community groups from diverse religious, spiritual and cultural traditions.
- Demonstrated ability to listen, respond and act with sensitivity, empathy, compassion and confidentiality including an understanding of problems which may be experienced by inmates, their families and staff.
- Capacity to maintain a clear and appropriate definition of the Chaplain's role in relation to other members of the multi-disciplinary team working within the Correctional Centre.
- Ability to develop and maintain collaborative relationships; work collegially within a team and a multi-disciplinary and multi-faith environment.
- Capacity to adapt and respond to the changing conditions and situations within the Parklea setting.
- Ability to lead prayer and liturgy
- High level of interpersonal and communication skills (verbal and written).
- Competence in Microsoft Office and related software.
- Valid Working with Children Check
- National Criminal History Check (obtained in the last 6 months) with no disclosable outcomes
- Current NSW driver's licence (desirable)

Personal Attributes

- Self-motivated - ability to work with minimal supervision
- Ability to work autonomously and in a team
- Positive attitude and commitment to tackling challenges
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative

Staff member's name (print):		Date:
Staff member's signature:		

Manager's name (print):		Date:
Manager's signature:		