

**Jesuit Refugee Service/USA**  
**Local Facility Chaplain**

**Job Title:** Local Facility Chaplain

**Department:** Chaplaincy

**Location:** Florence, Arizona

**Supervisor:** National Detention Program, Director

***Job Summary:***

The Local Facility Chaplain (LFC) provides spiritual and pastoral care to all detainees or residents and facilitates their opportunity to pursue their individual religious beliefs and practices in accordance with current law, federal regulations, the Performance Based National Detention Standards (PBNDS) or the Family Residential Standards (FRS).

The LFC:

- Delivers religious worship, education, counseling, spiritual direction, support and crisis intervention to accommodate the diverse religious and spiritual needs of all detainees and residents.
- The LFC is the facility's subject matter expert concerning religious practices.
- The LFC is to be a non-judgmental caring influence in the lives of all individuals, a visible model of respect and caring for each person in spiritual need.
- Accompaniment is the vital aspect of the LFC's ministry throughout the facility.

***Responsibility and Authority:***

This position is located at the [Contract site] Service Processing Center.

The Office of the Chaplain operates under the general direction of the Contracting Officer's Representative (COR) in direct conjunction with the Assistant Field Office Director (AFOD).

The LFC serves as the main point of contact for ICE and will be accessible via cellular phone 24 hours a day, 7 days a week. (The LFC, or their designee, will be available to physically arrive at the facility within 120 minutes of a call from ICE in an emergency situation).

The LFC is responsible for formulating, establishing, implementing, and improving upon a multifaceted RSP designed to serve a diverse religious, cultural, educational, and social population.

The LFC has direct supervisory responsibilities over the Program Assistant (PA).

The LFC plans, directs, and supervises all aspects of the religious program and oversees the general running of the facility's Religious Services Program.

The LFC coordinates the provision of religious and spiritual services by the clergy and other religious services providers of all faiths from the outside local community.

### **Job Responsibilities:**

The LFC demonstrates pastoral care skills with sensitivity, approachability, and availability to detainees, residents and staff. The basic mission of the LFC can be summed up in the following core functions, each with its attendant areas of responsibility.

#### **a) Administration and Management**

- i. Supports the policies and needs of the contract at the SPC.
- ii. Attends regular facility staff meetings and facility events, as suggested by the AFOD.
- iii. Assists the facility's compliance team in documenting ongoing compliance with the Religious Practices component of PBNDS or FRS.
- iv. Communicates clearly and in a timely way the program's activities to local COR and AFOD.
- v. Meets at least once per month with local COR to review program performance.
- vi. Manages financial resources and information systems.
- vii. Reviews and submits monthly reports on worship services, classes, religious meals, and weddings to local COR.

#### **b) Personnel**

- i. Provides training, materials, and direct supervision of the PA
- ii. Supervises RSP volunteers and assists them with new and/or unfamiliar issues of detainees' religious belief or practices.
- iii. Verifies the religious credentials of all representatives of faith groups and volunteers prior to approving their entry into the facility.
- iv. Insures that all volunteers have complied with the ICE mandated training and are in compliance with local facility rules and regulations.
- v. Establishes working relationships with representatives of faith groups in the community to provide specific religious services that the LFC cannot personally deliver.
- vi. Facilitates arrangements for pastoral visits by a clergyperson or representative of the detainee's faith.

#### **c) Performance of Religious Services/Classes**

- i. Designs a RSP in compliance with applicable federal, state, and local laws as well as the PBNDS or FRS.
- ii. Staffs, plans, directs and supervises all aspects of the RSP.

- iii. Schedules and directs the facility's religious activities taking into account the availability of staff supervision and the need to allot time and space equitably among different groups without scheduling activities during meals.
- iv. Provides regular and personal leadership at worship and prayer gatherings of LFC's own faith tradition.
- v. Researches detainee requests to introduce new religious services and recommends to facility administrator whether to approve or deny the request.
- vi. Coordinates special religious holiday worship services and observances.
- vii. Provides pastoral care and counseling to detainees who request it, both through group programs and individual services as comfort and care to detainees facing crisis.
- viii. Assists in emergency notifications which include notifying detainees of serious illness or death of family members.
- ix. Organizes religious instruction opportunities that occur on a weekly basis.
- x. Makes rounds and provides pastoral care in all housing units of the facility, no less than once per week, including the Special Management Units and Hospital Units.
- xi. Provides information and points of contact to detainees that are seeking conversion to a specific faith.

#### **d) Religious Dietary Needs**

- i. Evaluates all requests for religious diets and makes recommendation for approval or denial.
- ii. Serves as a ready resource as subject matter expert to staff on religious dietary needs.
- iii. Consults with the medical department as to whether a religious diet poses a health threat to a detainee or resident.
- iv. Tailors and modifies the national annual religious holiday schedule to the needs of the local facility and submits the local schedule to the facility administrator for approval.

#### **e) Facilitate Access to Religious Items**

- i. Advises the facility on all requests for religious items and the fashion which such items are provided to detainees.
- ii. Serves as a ready resource as subject matter expert ~~information~~ to staff on religious items.
- iii. Verifies the religious significance of religious items which may require research and consultation with representatives of a faith group.
- iv. Approves distribution of donated or purchased religious literature to detainees.
- v. Ensures that any facility restrictions on color, size, or other features of religious headwear are appropriate and meet the needs of the respective faith traditions.

### ***Qualifications and Experience Requirements***

#### **a) Knowledge Required by Position**

- i. A complete and thorough knowledge of all religions as well as their basic tenets and worship requirements.
- ii. Knowledge of basic security procedures in a detention setting and the skill to implement/maintain these procedures within the RSP.
- iii. Knowledge of existing PBNDS or FBS, relevant Policy and Procedure Standards of the ACA, and other guidelines which govern religious programming in secure facilities.
- iv. Skill in implementing and monitoring compliance with policy directives/guidelines.
- v. Skill in interpersonal communication with staff, detainees or residents; and volunteers within the facility as well as outside agencies and organizations. (All media inquiries shall be referred to the ICE Office of Public Affairs).
- vi. Knowledge of fiscal management procedures.
- vii. Demonstrated management ability to provide a RSP that ensures fairly and equitable services for all detainees or residents.
- viii. Skill in interviewing and counseling (individual/group).
- ix. Spanish language proficiency.

**b) Professional Preparation**

- i. *Academic Requirements:* Candidates must possess a Bachelor's degree in an appropriate discipline (Religion, Religious Studies, Theology, etc.).
- ii. *Experience:* A minimum of five years ministry experience. The LFC should have experience, certification, and credentials appropriate to the goals and intent of the RSP to show the ability to communicate, counsel, and provide pastoral care to detainees and residents, lead volunteers, and lead and create a RSP.
- iii. *Endorsement:* Religious credentials are not a requirement for the LFC position.
  - a. In those instances where the LFC possesses religious credentials then an Ecclesiastical Endorsement must be supplied.
    - i. An ecclesiastical endorsement attests to the candidate's suitability for detention or family residential ministry,
    - ii. Supports his or her candidacy,
    - iii. Gives a clear assurance statement that the candidate has no present nor past legal or moral barrier to congregational ministry at any level,
    - iv. Affirms that the candidate will afford detainees or residents of any faith opportunities to pursue their individual religious beliefs and practices.
    - v. The candidate's relationship to the endorsing body must reflect a minimum a two-year association before endorsement.
  - b. In those instances where the LFC does not possess religious credentials then acceptable documentation of their recognized religious and ministerial role in their respective faith community must be supplied.
    - i. Attests to the candidate's suitability for detention or family residential ministry.
    - ii. Supports his or her candidacy.

- iii. Gives a clear assurance statement that the applicant has no present nor past legal or moral barrier to congregational ministry at any level,
- iv. Affirms that the candidate will afford detainees or residents of any faith opportunities to pursue their individual religious beliefs and practices.
- v. The candidate's relationship to the issuing entity must reflect a minimum of two-year association.

## **Minimum Requirements of Conduct and Security**

### **a) Criminal Misconduct**

Any contract employee who has been arrested or who is under investigation by any law enforcement agency for alleged criminal misconduct will be removed from performing under this contract pending outcome of the investigation.

### **b) Background Investigation**

All contractor employees shall undergo a background investigation conducted by the ICE Office of Professional Responsibility (OPR) through the COR prior to entry on duty (EOD). OPR may reinvestigate a contractor employee at any time.

### **c) U.S. Citizen**

The contractor is advised that all contractor employees must be U.S. citizens and must have resided in the United States of America three out of the last five years.

### **d) Illegal Drug Screening**

The contractor shall screen all employees for illegal drugs prior to commencing work on this contract and within 30 days of contract award. All contractor employees are subject to random drug testing for the use of illicit drugs. Drug screening is urinalysis to detect the use of amphetamines, cocaine metabolites, opiates (morphine/codeine), phencyclidine (PCP), and marijuana metabolites by an individual. ICE may expand the above list to include additional drugs.

Please email your cover letter and resumes to [rsotelo@jesuits.org](mailto:rsotelo@jesuits.org)

Salary range: \$60,000 - \$65,000.

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