



Position Description
Uniting Church Prison Chaplain

Reporting to:	Senior Prison Chaplain
Unit:	equipping Leadership for Mission
Location:	Ravenhall Correctional Centre Barwon Prison Marngoneet Correction Centre including Karreenga Prison
Tenure:	Part time
Hours per week:	30
Cost centre:	CD830
Date:	November 2021

Employee Name

Signature

Date

Craig Madden

Manager

Signature

18.11.2021

Date

Synod of Victoria and Tasmania

As part of the Uniting Church in Australia, the Synod of Victoria and Tasmania is the Council of the Church responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and discipline responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the mission of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

equipping Leadership for Mission

equipping the Leadership for Mission (eLM) is a pivotal unit in developing the capacity to undertake the mission-based activities of the Synod. It is central to supporting a coordinated focus on mission and supporting gathered communities to discern and engage in mission in their local context. It is committed to inter-connectivity across the Church to enable all aspects of the Synod's mission and capacity building activities occur collaboratively and holistically.

Uniting Church Prison Chaplain

This role provides chaplaincy services to four prisons located in the Presbytery of Port Philip West.

- **Barwon Prison** – is a maximum security prison with an operational capacity of 478 men.
- **Marngoneet Correction Centre** - is a medium security facility with an operational capacity of 559, located in Lara, Victoria.
- **Karrenga** – is a medium security with a capacity of 300 is positioned adjacent to Marngoneet.

These three prisons are located in Lara, Victoria and run by Corrections Victoria, Department of Justice and Community Safety. Further information about Barwon, Marngoneet and Karrenga prisons is available at: <https://www.corrections.vic.gov.au/prisons>

- **Ravenhall Correctional Centre** - is a private prison run by the GEO Group Australia, Pty Ltd and is located in Deer Park, Victoria. It is a medium security prison for sentenced and remand male prisoners and has an operational capacity of 1,300 men.

Further information about the Ravenhall Correctional Centre is available at: <https://www.geogroup.com.au/ravenhall-correctional-centre.html>

This placement profile as set out in November 2021 may be subject to change. Potential candidates are advised that the prisons set out as a group within the profile may alter due to additions to the Victorian Prison network, such as the inclusion of the Chisholm Road prison due for completion in 2022. At that time the UCA prison Chaplaincy role may be modified to include Chisholm Road. The Chisholm Road prison is set to become a part of the Barwon prison precinct, Barwon South West.

At that time it is hence also possible that the Ravenhall Correctional Centre Chaplaincy role would no longer form part of this profile. This will most likely mean that the placement will then include Chaplaincy roles of Barwon, Marngoneet, Karenga and Chisholm Road, with Ravenhall chaplaincy be dealt with separately.

Potential changes to the scope of the placement will of course be part of the conversation to help discern a sense of call to the role under these circumstances.

Role Purpose:

The role of the Uniting Church Prison Chaplain will be to provide ministry (pastoral care and worship) to prisoners, their families and prison staff, as a representative of the Uniting Church in Australia. In addition, the Chaplain shall maintain active appointment status with their church community, and connection with the Presbytery of Port Philip West for ministerial support.

This position is partly funded through a contractual agreement between the Uniting Church and Corrections Victoria.

- Barwon – 5.4 hours per week (70 hours per quarter)
- Marnongoneet – 5.9 hours per week (77 hours per quarter)
- Karreenga – 2.6 hours per week (33.5 hours per quarter)

The Ravenhall component of this position is funded through a contractual agreement between the Uniting Church and Geo Group Australia Pty. Ltd.

- Ravenhall – 16 hours per week (208 hours per quarter)

It is expected that at least 75% of the contracted hours are spent onsite, in the prison. Up to 25% of the hours may be spent in preparation, outside the prison.

Key Relationships:

The Uniting Church Chaplain will be responsible to:

- Senior Prison Chaplain, UCA VicTas Synod, equipping Leadership for Mission
- Presbytery of Port Philip West for adherence to Ministerial and Pastor Code of Ethics, supervision and networking.

Other:

- Prisoners and their families
- Prison Programmes Managers and officers
- Regional Liaison Chaplains
- Other chaplains in the prison chaplaincy teams.

Requirements of the position:

- Adherence to UCA 'Ministerial Code of Ethics' or 'Ministry of Pastor Competencies'.
- A satisfactory National Criminal History Check.
- The Uniting Church in Australia is committed to keeping children safe. Employment in this role is subject to a current working with children check.
- The chaplain will undergo regular professional supervision, with an appropriately accredited supervisor.
- The chaplain will be a practicing member of the Uniting Church in Australia.
- Adherence to prison guidelines, as outlined by the Prison, and the Corrections Victoria document, 'Guidelines for the Provision of Chaplaincy Services'.
- Participating in prison inductions and any other requirements for obtaining the necessary

security pass to enter the prison.

- Participating in refresher courses provided by prison/s and/or Corrections Victoria on a regular basis or as required.
- Working with the interdenominational prison chaplaincy teams. This may mean adjusting visiting and worship schedule to fit with chaplaincy team and prison needs.
- To be available for evening and weekend work.
- To regularly participate in Uniting Church prison chaplaincy team meetings and professional development as arranged by the Senior Prison Chaplain.

Key selection criteria:

Qualifications and experience

The position requires the following knowledge and experience:

- Experience in, and a commitment to, pastoral ministry within an ecumenical / multi-faith setting.
- Tertiary qualifications in theology or other relevant tertiary qualifications.
- At least one to two units of Clinical Pastoral Education or equivalent.
- Previous pastoral care experience, preferably in a similar setting or experience ministering in an acute mental health setting and/or with people with complex needs.

Skills and abilities

1. **Team work:** Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas. Able to work within the ethos and structure of a prison environment.
2. **Leadership:** Models the Uniting Church ethos and workplace values. Builds team commitment by demonstrating personal conviction. Effectively leads change and remains flexible. Challenges team to explore alternatives and seek the best outcome. The ability to communicate with the church in creative ways about ministry in prisons.
3. **Conceptual and analytical ability:** Deals with concepts and complexity comfortably. Uses analytical and conceptual skills to reason through problems. Has creative ideas and can project how these can link to innovations.
4. **Planning and organising:** Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Identifies processes, tasks and resources required to achieve a goal. Establishes systems and procedures to guide work and track progress.
5. **Communication skills:** Demonstrates excellent verbal and written communication skills. Confidently conveys ideas and information clearly. Demonstrates excellent interpersonal skills and abilities to effectively interact with a diverse range of individuals, groups and disciplines. A sense of humour and the ability to manage yourself in an environment that is hierarchical and prone to crisis, is helpful in this role.

6. Drive & commitment: Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work. Sets high standards of performance for self and others. Enjoys a dynamic work environment that can be harsh and uncompromising at times.

Personal competencies/qualities

7. Personal awareness: Reflects on one’s own life and can demonstrate an understanding of faith and the importance of community. Demonstrates emotional maturity, stability and calm within high stress/crisis situations, positive self-care and an ability to maintain healthy professional relationships and boundaries.

8. Culture & diversity: Holds comprehensive awareness of the issues related to inclusion and justice. Understands diversity in culture (CALD), abilities, age, gender (LGBTI) and the benefits of diverse communities of faith and no faith. Appreciates the importance of our First Peoples and the Church’s commitment to seeking compassion and justice for all.

Key Accountabilities	Key Activities
Provide pastoral care by	<p>Leading worship and developing appropriate liturgical responses.</p> <p>Participating in and/or leading of special worship/memorial services as required.</p> <p>Maintaining professional confidentiality and demonstrating a capacity to understand, and work within, ethical boundaries.</p> <p>Visiting men in their communities and providing pastoral support and a non-judgmental attitude that offers hope through the love and guidance shown in the gospels.</p> <p>Empathic communication especially listening.</p>
Communicate effectively by	<p>Confidently conveying ideas and information in a clear and interesting way, and handling difficult and sensitive communications well.</p> <p>Using multiple communication channels to tailor communication to relevant audiences.</p>
Provide administrative support by	<p>Sharing common tasks within the department such as maintaining the chapel.</p>
Demonstrating team work by	<p>Openly sharing insights and collaborating with other members of the multi-disciplinary prison staff team as well as with chaplaincy and pastoral care colleagues.</p> <p>Remaining open and flexible to new ideas and the sharing of resources to ensure the wisest use of the Church’s precious resources.</p> <p>Maintaining effective and respectful relationships.</p> <p>Resolving any conflict that may arise through effective reconciliation methods.</p>

Manage self by	<p>Preparing own work plan annually with agreed measurable outcomes.</p> <p>Demonstrating a commitment to ongoing professional development, and regular supervision.</p> <p>Actively engage with Presbytery and local church supports.</p>
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Workplace ethos and values

As an employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- Being inclusive
- Acting and advocating for a just society
- Working for peace and justice in the world
- Having an openness to the wisdom of people of other faiths and views
- Implementing environmentally sustainable practices

Our workplace is one that values

Justice

- Welcomes people speaking for themselves and on behalf of others
- Hears all voices and contributions
- Actively removes discrimination

Inclusion

- Actively fosters diversity and open communication
- Welcomes different thoughts, ideas and contributions

Compassion

- Acknowledges and values the whole person
- Seeks to be responsive to people's needs

Shared leadership

- Works collaboratively
- Shares knowledge
- Uses consultative decision-making

Respect

- Values all people, roles and contributions
- Creates an environment where we and our work flourish

Integrity

- Does the right thing for the right reason
- Acts ethically with appropriate accountability and transparency
- Aligns policy and practice
- Expects honesty from all staff, in their relationships with each other, their external partnerships and with society

Wise stewardship

- Makes responsible and sustainable use of resources
- Ensures we have the skills to perform our jobs
- Provides opportunity for professional development
- Works collaboratively to utilise our strengths and diverse talents

Innovation

- Generates ideas and translates them into workplace improvements
- Reflects on experience and is open to new ways of doing things
- Values continuous improvement to our work practices and systems