



Position Description

**Uniting Church Prison Chaplain  
Hopkins Corrections Centre and Langi Kal Kal Prison**

<b>Reporting to:</b>	Senior Prison Chaplain
<b>Unit:</b>	equipping Leadership for Mission
<b>Location:</b>	Hopkins Corrections Centre and Langi Kal Kal Prison
<b>Tenure:</b>	0.5 Placement
<b>Hours per week:</b>	18.75
<b>Cost centre:</b>	CD830
<b>Date:</b>	February 2019

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adrian Pyle**  
\_\_\_\_\_  
Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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 two prisons located in the Presbytery of Western Victoria.

- **Hopkins Corrections Centre** – provides medium security accommodation for prisoners with protection requirements, including a number of sex offenders and some remand prisoners. The prison includes various accommodation types including a unit for aged, and medically infirm prisoners, and beds for offenders on continued detention. It has a capacity of 762. The facility is located in Ararat.
- **Langi Kal Kal Prison** – is an open-plan, minimum security prison with a capacity of 428. It is a operational farm and all prisoners are expected to work. The prison is situated at Trawalla, just off the Western Highway, 43km from Ballarat and approximately two-hours drive from Melbourne. Langi Kal Kal is an indigenous name meaning 'Resting place of the singing cicada'.

## **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.

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

- Hopkins Corrections Centre – 9.62 hours per week (125 hours per quarter)
- Langi Kal Kal Prison – 6 hours per week (78 hours per quarter)

In addition, the Chaplain shall maintain active appointment status with their church community, and connection with the Presbytery of Western Victoria for ongoing ministerial support.

## **Key Relationships:**

The Uniting Church Chaplain will be responsible to:

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

Other:

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

## **Requirements of the position:**

- Adherence to UCA 'Ministerial Code of Ethics' or 'Ministry of Pastor Competencies'
- The chaplain will undergo regular professional supervision, with an appropriately accredited supervisor.
- 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 be a practicing member of the Uniting Church in Australia.
- Adherence to prison guidelines, as outlined by the Prison, and the Corrections 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.

## **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
<b>Provide pastoral care by</b>	<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>
<b>Communicate effectively by</b>	<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>
<b>Provide administrative support by</b>	<p>Sharing common tasks within the department such as maintaining the chapel.</p>
<b>Demonstrating team work by</b>	<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>
<b>Manage self by</b>	<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>

## **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