

Come help the Department of Corrections transform lives for a safer Minnesota! Each day when you come to work for the Department of Corrections, you have the opportunity to truly make a difference in the lives of those under our care and for those in communities throughout Minnesota.

**Working Title: Chaplain  
Job Class: Chaplain  
Agency: Corrections Dept**

- **Job ID:** 75983
- **Location:** Moose Lake
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Date Posted:** 04/19/2024
- **Closing Date:** 04/25/2024
- **Hiring Agency:** Minnesota Department of Corrections
- **Location:** Minnesota Correctional Facility (MCF) - Moose Lake
- **Division:** Facility Operations
- **Work Shift/Work Hours:** Day Shift/8:00 AM - 4:00 PM
- **Days of Work:** Monday - Friday
- **Days Off:** Saturday and Sunday
- **Travel Required:** No
- **Salary Range:** \$27.58 - \$40.49 hourly/\$57,587 - \$84,543 annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** MAPE 214
- **FLSA Status:** Exempt - Professional
- **Telework Eligible:** No
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

## **Make a difference in the lives of Minnesotans.**

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

## **Job Summary**

This position will respond to the spiritual/religious needs of the incarcerated population through the coordination and provision of religious services, pastoral counseling to individuals, and the availability of counsel in crisis situations.

Job duties include but are not limited to:

- Assist with the coordination of all facility religious programming.
- Obtain religious resources to provide to incarcerated individuals.
- Meet with, and respond to kites/request from incarcerated individuals.
- Minister to individuals in crisis.
- Serve on selected program committees related to the needs of incarcerated individuals.

This position has contact with incarcerated individuals.

## Minimum Qualifications

Master of Divinity degree or a related degree program from a graduate school accredited by the Association of Theological Schools and completion of a minimum of four (4) units of Clinical Pastoral Education (CPE). Please ensure your resume reflects the number of CPE units you have attained.

OR

Bachelor's degree in theology or a related degree program and two years of experience performing independent pastoral care and counseling in a parish or specialized ministry setting and completion of a minimum of four (4) units of Clinical Pastoral Education (CPE). Please ensure your resume reflects the number of CPE units you have attained.

## Knowledge Skills and Abilities

- The necessary credentials and the ability to provide worship services in one's faith tradition.
- Knowledge of various religious traditions and a willingness to provide, coordinate and supervise religious services that are representative of the needs of the offender population.
- Exceptional human relations skills sufficient to provide pastoral care and counseling to offenders in a private and confidential manner.
- Communication and presentation skills sufficient to inform and recruit volunteers from faith-based community groups for facility religious/spiritual services and provide training to various groups on offender religious practices.
- Skills in coordination sufficient to organize and staff facility religious/spiritual services and ensure donations are received and distributed appropriately.
- Basic computer and written communication skills sufficient to develop periodic reports.
- Ability to effectively respond to crisis situations and offenders' urgent spiritual needs.

## Physical Requirements

The selected finalist is required to review and sign a Physical Demands Analysis (PDA) for this position and may be required to complete a tuberculosis screening. For a copy of the PDA, please email Loren Foster at [Loren.Foster@state.mn.us](mailto:Loren.Foster@state.mn.us).

## Additional Requirements

This position requires successful completion of the following:

The selection process may include screening the top candidate(s) on their criminal history, predatory offender registration, offender associations and/or other applicable background information in accordance with Department of Corrections' policy.

Employment history/reference checks, including incidents of sexual harassment, will also be conducted on the top candidate(s) in accordance with Department of Corrections' policy. This may include a review of job performance and discipline records.

New employees will be fingerprinted within the first 30 days of employment.

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Loren Foster at [Loren.Foster@state.mn.us](mailto:Loren.Foster@state.mn.us) or [651-361-7305](tel:651-361-7305).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Loren Foster at [Loren.Foster@state.mn.us](mailto:Loren.Foster@state.mn.us).

## About Corrections Dept

Go from a job to a meaningful career with the Minnesota Department of Corrections where we work to transform lives for a safer Minnesota! We hold people responsible for the offenses they commit while giving them the tools they need to succeed as they transition back to our communities. These people may be incarcerated in our correctional facilities or be under our supervision in the community. No matter a person's custody status, our mindset is the same: a person's path to rejoining the community starts on the day they begin

-serving their sentence. Become part of this mindset by joining our team! With the DOC you will find many promotional opportunities, great State of Minnesota benefits, competitive pay, free parking, and workout facilities at most locations.

## Why Work for Us

### Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

#### A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

### Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- [Federal Public Service Student Loan Forgiveness Program](#)

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

### AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and indicate what assistance is needed.