



ARISE COLLECTIVE

POSITION DESCRIPTION for COMMUNITY-FUNDED CHAPLAIN

ORGANIZATION:

Arise Collective (formerly Interfaith Prison Ministry for Women)

LOCATION:

Raleigh, NC

ORGANIZATION TYPE:

Nonprofit

CONTEXT

Are you interested in building bridges of hope for justice-involved women? Do you see the inherent autonomy within each individual to define their own future? Do you believe in the power of relationships and community? Are you committed and tenacious, able to flourish within complex systems, while valuing people over process? If so, Arise Collective is looking for you!

Arise Collective is a unique organization operating at the nexus of prison chaplaincy, women's issues, and social justice with a mission to equip women with the tools and support they need to heal, grow, and thrive, both in prison and in the communities to which they return. The organization celebrated its 40th anniversary in 2020 and expanded its programming with a new reentry model that provides comprehensive, holistic wraparound services for formerly incarcerated women, including housing and access to education and employment opportunities. Arise Collective's work is offered using a trauma-informed, evidence-based, holistic lens. Visit arise-collective.org to learn more.

JOB SUMMARY

Arise Collective seeks a second Community-Funded Chaplain to become a vital member of our team. For 44 years, the organization has covenanted with the North Carolina Department of Adult Corrections (NCDAC) to provide chaplaincy and transitional services at the North Carolina Correctional Institution for Women (NCCIW) and its minimum-security Canary Unit. The launch of the Women's Reentry Project in 2020 has provided a unique opportunity to extend the range of exciting chaplaincy work that takes place inside the prison into the broader community to meet the needs of women, as well as the institutions needed to welcome them back.

A Community-Funded Reentry Chaplain is currently on staff at Arise Collective who works both in the WRP and at the NCCIW. We now have an exciting opportunity to hire a second Chaplain to work primarily inside the prison. This Community-Funded Prison Chaplain will deliver chaplaincy services inside the prison in line with Arise Collective's strategic and business plans, organizational goals, and culture, as permitted and approved by the NCDAC. The ideal candidate will be a strategic partner with Arise Collective's leadership team and will work collaboratively with the organization's staff and board members to provide welcome and witness to NCCIW Chaplaincy

Services program participants.

DUTIES AND RESPONSIBILITIES

PRISON CHAPLAINCY (85%)

- Serve inside the prison (NCCIW) as a Community-Funded Chaplain, if covenant is approved by NCDAC.
 - Supervise Chaplaincy Services programming in partnership with state-funded, NCDAC prison chaplaincy staff and certified staff, in all state-recognized faith traditions, as needed, to meet the prison population's religious needs.
 - Recruit, manage, and supervise Chaplaincy Services volunteers; maintain a database of these volunteers.
 - Serve as a supervisor for the Chaplain's Clerk in the absence of other staff chaplains or on an as-needed basis.
 - Contribute to a Chaplaincy Services program calendar that meets the needs of all state-recognized religious traditions while adhering to departmental policies.
 - Provide pastoral care for residents and staff of any or no faith affiliation.
 - Work with state-funded chaplains to provide grief support when residents lose family members, including Death Notifications and facilitation of Emergency Medical Leave with appropriate staff.
 - Respond to prison residents' "Requests for Conference" and "Requests for Information," through one-on-one pastoral care, provision of literature, and/or enrollment of women in need-specific programming.
 - Lead programming, religious education, and worship in one's own tradition (as defined by one's endorsing or ordaining body) and in accordance with one's professional area(s) of expertise.
 - Serve as a supervisor for an Arise Chaplain Intern, if applicable (Arise Collective serves as a Duke Divinity School Field Education placement site, e.g.).
- Provide programmatic, research, and administrative support to the CEO related to Arise Collective's Chaplaincy Services inside the prison, including maintenance of Chaplaincy data and quarterly reporting, in accordance with prison and HIPAA policies.
- Provide on-call Reentry Chaplaincy presence, as needed.
- Other responsibilities as designated.

ORGANIZATIONAL RESPONSIBILITIES (15%)

- Attend weekly staff meetings and monthly 1:1s with supervisor(s) and fellow Community-Funded Chaplain.
- Attend board meetings, retreats, and committee meetings, as needed.
- Participate in partner meetings related to the work of the organization.
- Attend required NCDAC Chaplaincy Services trainings, conferences, and meetings. Supervise interns at the discretion of Arise Collective and the NCDAC, as needed.
- Compile and analyze data to create reports needed for continuity of funding.

REQUIRED QUALIFICATIONS AND ATTRIBUTES

- Master of Divinity or equivalent degree.
- Inclusive and empathetic worldview with demonstrated skill working across lines of difference.
- Ability to minister supportively to participants of all faith or philosophical traditions.
- Clinical Pastoral Education (CPE): Minimum of one year (4 units) or the equivalency for NCDAC Clinical Chaplain

I (<https://www.dac.nc.gov/divisions-and-sections/prisons/chaplaincy-services>)

- Ordination/Endorsement Certificate and letter of good standing in one's ordaining or endorsing tradition.
- Strong experience in pastoral care and counseling.
- Strong organizational abilities, including planning, delegating, program development and management, volunteer management, ability to work within a chain of command structure, and administrative ability required.
- Prior teaching experience and strong facilitation skills.
- Ability to communicate clearly in both oral and written forms with excellent presentation skills.
- Proficient in the use of technology, including standard operating systems and Microsoft Office products; database (Excel, e.g.) experience.
- Ability to work both independently and on a team within a high-stress environment while maintaining policies, professional standards, and a peaceful, compassionate attitude.
- Experience working in chaplaincy with women, and/or in a prison setting, is *preferred*.

ADDITIONAL REQUIREMENTS

- Possess a valid NC Driver's License, satisfactory driving record, and proof of insurance.
- Able to complete and pass NCDAC-required background check (DCI form, i.e.).
- Possess cell phone with active service.

PHYSICAL REQUIREMENTS

This position requires ordinary ambulatory skills as well as the ability to stand, walk, stoop, kneel, crouch, and occasionally manipulate (lift, carry, move) light-moderate weight; hand-eye-foot coordination; arm, hand and finger dexterity, visual acuity; and the use of auditory senses. Reasonable accommodations may be made to enable those with physical limitations to perform the essential functions, per NCDAC policy.

WORK REQUIREMENTS

This is both an on- and off-site position, though the primary office location will be inside the prison. The position's primary purpose is to provide programs and services to enhance participants' abilities to overcome obstacles and achieve their goals. Some evenings, Sundays, and holidays are required. Staff work within a hybrid model, including work "in the field," and remote, virtual work. The health and wellness of staff and participants is a priority.

PRIMARY RELATIONSHIPS

Must develop and maintain excellent relationships with program participants, Arise Collective staff and board, prison staff, other NCDAC personnel at all levels, community volunteers, faith communities, nonprofit partners, and others involved in the work of the organization.

JOB TYPE

Salaries, full-time, exempt position, partial flexibility in schedule, contingent upon NCDAC covenant.

SALARY RANGE

\$60,000 - \$65,000 for 40 hours/week, depending on experience. Generous benefits package includes medical, dental, and vision benefits, retirement plan, pre-tax benefits, paid time and leave, and other organizational benefits.

APPLICATION PROCEDURE

To apply, email a cover letter, resume, ordination/endorsement certificate, diploma, and CPE

certificates to jobs@arise-collective.org and include your last name and the position title in the subject line. Application deadline is May 20th, 2024. No calls, please.

Arise Collective is an Equal Opportunity/Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Formerly incarcerated and justice-impacted individuals are strongly encouraged to apply.