

INTERFAITH PRISON MINISTRY FOR WOMEN
POSITION DESCRIPTION for CHAPLAIN

ORGANIZATION: LOCATION:

Raleigh, NC

ORGANIZATION TYPE:

Nonprofit

CONTEXT

Are you interested in reaching beyond prison walls to build bridges of hope for justice-involved women? Do you see the inherent power within each individual to define their own future? Do you believe in the power of relationship and community? Are you committed and tenacious, able to flourish within complex systems while valuing people over process? If so, Interfaith Prison Ministry for Women (IPMW) is looking for you!

IPMW 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 and holistic wraparound services for formerly incarcerated women, including housing and access to education and employment opportunities. IPMW's work is offered using a trauma-informed and evidence-based lens. Visit www.ipmforwomen.org for more information about the organization.

JOB SUMMARY

IPMW seeks a Chaplain to become a vital member of their team. For 42 years, IPMW has covenanted with North Carolina Department of Public Safety (NCDPS) to provide chaplaincy and transitional services at North Carolina Correctional Institution for Women (NCCIW) and its minimum-security Canary Unit. The launch of IPMW's new Women's Reentry Project has provided a unique opportunity to extend the range of exciting 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.

The Chaplain will deliver chaplaincy services both inside and outside the prison in line with IPMW's strategic and business plans, organizational goals, and culture, and as permitted and approved by NCDPS. The incumbent will be a strategic partner with the IPMW Senior Chaplain and CEO and will work collaboratively with the organization's actively engaged staff and board teams to provide welcome and witness to women.

DUTIES AND RESPONSIBILITIES

REENTRY CHAPLAINCY

- Offer spiritual discernment and support to women in IPMW's residential and non-residential programs; accompany women in search for spiritual community.
- Provide clinical pastoral care and grief support, as needed, for participants of any or no faith affiliation, in conjunction with IPMW's Social Work Programs Manager.
- Connect women with faith communities to build supportive relationships post-release.
- Develop curriculum and facilitate group experiences based on participant and program needs and candidate expertise.

- Facilitate observance of religious holidays across a wide array of faith traditions.
- Establish connections with jails and detention centers to bridge reentry support for potential program participants.

COMMUNITY ENGAGEMENT

- Steward special artistic projects that develop and amplify the voices of justice-involved women and provide opportunities for leadership and creative self-expression.
- Conduct community and faith-based outreach to identify mentors and volunteers and increase awareness, engagement, and involvement in this work.
- Develop and maintain processes for widespread dissemination of Conviction CD and Stitching Stories quilt.
- In tandem with other staff, facilitate the use of reentry simulations as an educational tool.
- Foster other creative endeavors and awareness-raising projects among justice-involved communities.
- Maintain database of community mentors, volunteers, and faith communities.

PRISON CHAPLAINCY SUPPORT

Opportunities to substitute inside the prison may temporarily replace other job duties.

- Facilitate evidence-based and trauma-informed support groups to women inside the prison as a religious volunteer.
- Provide programmatic, research, and administrative support to IPMW Senior Chaplain.
- If approved by NCDPS Chaplaincy Services, serve as backup chaplain in the absence of IPMW Senior Chaplain. Responsibilities when serving as a substitute prison chaplain would include:
 - Supervise Chaplaincy Services programs in partnership with IPMW's Senior Chaplain, state-funded NCCIW chaplaincy staff, and certified staff, in all 16 state-recognized faith traditions.
 - Supervise religious volunteers.
 - Serve as a supervisor for the Chaplain's Clerk in the absence of IPMW's Senior Chaplain.
 - Contribute to a Chaplaincy Services program calendar that meets the needs of all state-recognized religious traditions while adhering to all departmental policies.
 - Provide pastoral care for all residents and staff of any or no faith affiliation.
 - Work with state-funded chaplains to provide grief support when residents lose family members, including facilitation of Emergency Medical Leave with appropriate staff.
 - Respond to all "Requests for Conference," meeting the spiritual and religious needs of residents in one-on-one pastoral care, provision of literature, or enrollment of women in need-specific programming.
 - Lead programming, religious education, and worship in one's own faith traditions and according to one's own areas of expertise.

ORGANIZATIONAL RESPONSIBILITIES

- Attend weekly staff meetings and monthly 1:1 and team meetings.
- Attend IPMW board meetings, retreats, and committee meetings, as needed.
- Participate in partner meetings related to the work of the organization.
- Attend required NCDPS Chaplaincy Services meetings.
- Supervise interns at the discretion of IPMW and NCDPS, when applicable.

QUALIFICATIONS AND ATTRIBUTES

- Master of Divinity or equivalent degree.
- Ability to minister supportively to women of all faith traditions; inclusive and empathetic worldview with demonstrated skill working across lines of difference.
- Completion of one year of Clinical Pastoral Education.
- Ordination Certificate and letter of good standing in one's ordaining tradition.
- Strong experience in pastoral care and counseling.
- Experience working in chaplaincy, with women, and/or in a prison setting is preferred.
- Strong organizational abilities needed, including planning, delegating, program development and management, volunteer management, ability to work within a chain of command structure, and administrative ability required.
- Demonstrated teaching experience and/or strong facilitation skills.
- Proficient in use of technology – including standard operating systems and MS Office products; database experience helpful.
- Ability to communicate clearly in both oral and written forms with excellent presentation skills.
- Ability to work both independently and on a team within a high stress environment while maintaining policies, professional standards, and a peaceful attitude.

ADDITIONAL REQUIREMENTS

- Possess valid NC Driver's License, satisfactory driving record and proof of insurance.
- Must be able to complete and pass NCDPS-required background check.

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 weights; 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 disabilities to perform the essential functions.

WORK REQUIREMENTS

This is both an on- and off-site position. Its primary purpose is to provide programs and services to enhance participants' ability to overcome obstacles and achieve their goals. Base schedule is negotiable. Some evenings, Sundays and holidays are required. In-person residential services are still being provided, following CDC safety guidelines. IPMW staff will continue to move toward a hybrid model of working in the field, remotely, and in our downtown Raleigh offices a few days per week, as conditions allow.

PRIMARY RELATIONSHIPS

Must develop and maintain excellent relationships with program participants, IPMW staff and board, prison and jail staff, other NCDPS personnel at all levels, community volunteers, faith communities, nonprofit partners and others.

JOB TYPE

Salaried full-time time exempt position, partial flexibility in schedule.

SALARY RANGE

\$50,000 - \$62,000 for 40 hours/week, depending on experience. Generous benefits package includes medical benefits, retirement plan, pre-tax benefits, paid time and leave and other organizational benefits.

APPLICATION PROCEDURE

To apply, email a cover letter, resume, ordination certificate, and CPE certificate to jobs@ipmforwomen.org and include your last name and the position title in the subject line. Application deadline is April 4th. No calls, please.

Interfaith Prison Ministry for Women 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 strongly encouraged to apply.