

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
PART TIME CHAPLAIN (NATIVE AMERICAN)**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** The Public

**Location:** Hours split between Enfield Correctional Institution, Carl Robinson Correctional Institution and Willard-Cybulski Correctional Institution, all located in Enfield CT.

**Hours:** 1<sup>st</sup> Shift, Monday – Friday, 17.5 hours per week  
*\*Must conduct at least two worship services per week if required to meet the needs of the inmate population.*

**Salary:** Chaplain: \$29.47 per hour

**Position:** 110875

**Closing Date:** March 23, 2015

**Minimum Qualifications:**

Knowledge of pastoral ministry and ability to perform requirements of formal religious services; interpersonal skills; oral and written communication skills.

**General Experience:**

1. Graduation from an accredited three (3) year post graduate theological seminary or the equivalent of a Master of Divinity degree;
2. One (1) year of pastoral experience or equivalent experience within a recognized religious denomination.

**Substitution Allowed:**

1. Completion of formal religious training recognized by a denomination which included completion of an undergraduate four (4) year degree or its equivalent may be substituted for the General Experience;
2. Completion of all formal religious training required by a recognized religious denomination necessary to perform the pastoral role may be substituted for the Master's level training.

**Special Requirement:**

1. Incumbents in this class must have been ordained or commissioned by a religious body and received ecclesiastical endorsement by an acceptable recognized denominational authority for this position. Ecclesiastical endorsement by the same endorsing authority must be ongoing and uninterrupted as a condition of employment.
2. Incumbents in this class may be required to travel.

**Please Note:**

- Candidates may be subject to transfer as necessary to meet agency needs as per union contract.
- Candidates may be required to work Saturdays or Sundays to meet the needs of the inmate population.
- The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions-** Qualified candidates who meet the above requirements need to submit:

- a) Cover letter,
- b) Application for Employment (Form CT-HR-12) which is available at: [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)
- c) State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf)
- d) Last two (2) Performance Evaluations or two (2) letters of professional references from current and/or previous supervisors.

**Applications must be received by the closing date above. Incomplete or late application packages will not be considered.**

**Debbie Sass, Human Resources Associate  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**