

Regional Chaplaincy Director

In connection with providing services to Correctional Service Canada (CSC) Bridges of Canada Inc. is hiring a full-time Regional Correctional Chaplaincy Director in the following region:



➤ **Pacific Region**

Bridges of Canada Inc. is an interfaith, non-profit organization that provides a continuum of therapeutic care to people who are currently incarcerated or in transition from incarceration, and their families, as well as those who are struggling with addiction, mental illness and/or criminal behavior. Our programs are transformative and transitional in nature, supporting individuals in their choice to make positive life changes.

The Regional Director will be responsible for data collection and assessment to ensure contract compliance and evaluation of effective chaplaincy service delivery.

Including:

- **Supervise approximately 24 direct reports, to include: Scheduling, daily activities and collection of billing information and reports**
- **Responsible for recruitment and retention of all direct reports under their supervision**
- **Regional oversight of web based punch clock system for all direct reports**
- **Working with the computer software Excel**
- **Providing back-up chaplaincy services in Correctional Institutions on a “when needed or as needed” basis**
- **Perform other related duties as assigned by immediate supervisor**

Required Experience: Minimum of three years experience in ongoing/continuous religious/spiritual service provision as a qualified, professional, official representative of his/her faith or spiritual community (QPOR). Qualified applicants will have to undergo a security screening process and successfully obtain *Reliability Status*.

Education requirements: Degree in religious studies or comparable discipline. Bachelor's degree in Religious Studies or comparable discipline from an accredited college or university preferred. Ordination or licensure by a recognized ecclesiastical body is required.

All interested parties can fax their cover letter and resume to 506-443-9969 or email to hr@bridgesofcanada.com.

Bridges of Canada

Affiliates Policy and Procedure Manual

TITLE: Regional Director **REPORTS TO:** Contract Administration Manager

NUMBER:BOC-005

DATE ISSUED: 13/09/2018

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Collaborate with Contract Administration Manager and Executive Director as needed for regional oversight.
2. Ensure that each chaplain has submitted an Indicator Report for each call up they worked on by the last day of each month.
3. Review, correct as needed, and submit Indicator Reports to Corporate Office by deadline.
 - a. If any revisions are sent back to you, ensure they are returned to Corporate Office in a timely manner.
4. Collect 2 week schedule from every chaplain and submit to Corporate Office by the 1st and 15th of each month.
 - a. Work with Corporate Office to confirm that submitted schedules will reach monthly target and not come in under or over the target.
 - b. Ensure that time off is covered by backup chaplain(s).
5. Review and fill in the monthly anomalies sheet as needed.
6. Distribute the monthly target to all chaplains.
7. Remain in contact through email, phone calls and regular site visits with all chaplains in region.
 - a. Be available as needed for debriefing/problem solving with chaplains.
8. Engage in continuous recruitment for open positions and/or backup positions.
9. Maintain regular contact with CSC Regional Chaplain.
10. Perform other related duties as assigned by immediate supervisor.

EXPERIENCE: Proficient in Microsoft office-word and excel. Supervisory experience is preferred. Minimum of three years' experience in ongoing/continuous religious/spiritual service provision as a qualified, professional, official representative of his/her faith or spiritual community.

EDUCATION: Degree in religious studies or comparable discipline. Bachelor's degree in Religious Studies or comparable discipline from an accredited college or university preferred. Ordination or licensure by a recognized ecclesiastical body is required.

Education and Experience may be substituted for each other on a year-for-year basis as deemed applicable.

Employee Signature

Date

Lori Costantino-Brown

Lori Costantino-Brown, President