



In connection with providing services to Correctional Service Canada (CSC) Bridges of Canada Inc. is hiring Correctional Chaplains to serve the religious and spiritual needs of the offenders.

Positions in Atlantic and Quebec are bilingual.

Bridges of Canada Inc. is a national, non-profit organization that restores individuals and families who struggle with addiction and/or criminality by providing a supportive continuum of holistic care that includes trauma-informed residential treatment programs, youth camps and multi-faith chaplaincy services in both prisons and community re-entry settings.

The statement of work provided by CSC is a legally binding document that captures and defines the scope, activities and deliverables that are required of Federal Chaplains. The requirement is for integrated chaplaincy services at CSC institution across Canada.

The following is excerpts from the Statement of Work. This will assist an applicant in having a comprehensive understanding of the job duties, tasks, expectations and requirements of a Federal Prison Chaplain. A complete copy of the Statement of work can be requested through our Human Resources Department or by looking on CSC's website.

Where it mentions "Chaplain" in the following information: This position should be understood as an employee of Bridges of Canada. Bridges of Canada is a contractor providing services in Correctional Services Canada environment. This means a "Chaplain", while a Bridges of Canada employee, is also a "contractor" and not a CSC staff member.

Objective

Provide religious and spiritual services to federal offenders of all faiths residing in CSC's institutions.

Tasks

Chaplain's must perform the following tasks:

Visible Presence

Provide an active chaplaincy presence in and outside of the institution that must include:

- a) being present and seen throughout the institution, representing the spiritual dimension of life, while utilizing holistic restorative processes;
- b) being available during any disruption of institutional operations to offer spiritual care and support to inmates in response to unique crises and special situations such as deaths in custody, critical incidents and other disturbances;
- c) providing crisis intervention in experiences such as grief, illness, despair, death, anger, depression, parole denial, and suicide attempts;
- d) presenting the available chaplaincy services to all offenders arriving at the site;
- e) providing spiritual care both on an individual and group basis;
- f) providing spiritually based encounters presenting a theological, restorative interpretation of life in areas such as forgiveness, guilt, anger, hostility, pain, hurt, shame, power,

grace, self-worth, acceptance, death, trust, health, grief, and other significant components of human existence and experience;

g) referring to and consulting with appropriate staff, contractors and groups such as, but not limited to, Indigenous Elders, teachers, Citizen Advisory Boards, Interfaith Committee members, faith community representatives, community groups when required as part of a multidisciplinary team;

h) expressing the prophetic dimension of spiritual and religious traditions in relation to the correctional and justice milieu;

i) assisting inmates to work through with issues of faith, including personal and spiritual relationships;

j) providing support to families of offenders as requested; and

k) promoting restorative principles and practices.

Religious Services, Rites, Rituals and Religious Accommodations

Originate, direct, facilitate, and coordinate religious services, rites and rituals as appropriate to offenders, and with respect to the principles of client-driven services, which must include:

a) offering religious services relevant to the correctional milieu, including services specifically designed to speak to significant events within the institution;

b) consulting with official representatives of faith communities represented in the offender population on religious services, rites, rituals, and other observances for individual and group worship, holy days, and significant days and seasons throughout the year;

c) coordinating contact and visits with faith practitioners to support offenders in their identified faith practice;

d) creating and maintaining use of institutional sacred space(s) that is inmate-responsive, hospitable and respectful of religious diversity; and

e) processing inmate religious requests as per [CSC policies and procedures](#).

Religious and Spiritual Education

Facilitate, coordinate, and deliver inmate-responsive religious and spiritual activities that must include:

a) designing, developing, coordinating, conducting, evaluating and modifying programs and activities in Religious and Spiritual Education;

b) coordinating, conducting and facilitating prayer, study and personal growth groups; and

c) independently acquiring and distributing religious and spiritual literature, supplies and materials. Bridges of Canada and their Chaplains should plan for the supplies its resources will need to carry out the work. This could include, but is not limited to, items such as books, candles, scripture and theological resources for various faith traditions, etc.).

Community Involvement Interacting and dialoguing with members of the community, including multiple faith communities, concerning their role in chaplaincy and restorative processes.

- a) accepting invitations to address religious or spiritual gatherings, and acting as a resource person to community meetings;
- b) meeting with local religious and spiritual leaders;
- c) recruiting, selecting, training, and managing suitable volunteers to be involved in chaplaincy-sponsored activities;
- d) promoting restorative justice principles, practices, and activities;
- e) developing partnerships with Faith Community Reintegration Projects to engage faith-based support for offenders transitioning to the community; and for the benefit of the offenders' reintegration; and
- f) escorting inmates on temporary absences, or coordinating temporary absences, for religious or rehabilitative purposes.

Integration of Chaplaincy

Integrate chaplaincy services into the total life of the institution by regular engagement with all staff and attendance at meetings in line with the Chaplain's role as one acceptable to both offenders and staff through:

- a) meeting with institutional management to discuss and plan how the work of chaplaincy integrates with institutional strategies and plans;
- b) preparing and implementing an annual site service delivery plan to express chaplaincy services priorities, strategies and schedules; integrating a system of values which reflect restorative justice principles and practices through full participation in institutional life;
- c) complying with all CSC policies and procedures necessary to the function of chaplaincy within the parameters of the safety and security of the institution;
- d) participating on an ad hoc basis in the case management process, particularly in relation to offenders with whom there is significant involvement;
- e) supporting the [CSC's mission, values and ethics](#) in the provision of chaplaincy services;
- f) acting as a resource person to institutional boards and meetings, to provide a focus on the spiritual dimension of life, contributing to a holistic and restorative approach to working with, and supporting the safe reintegration of, offenders; and
- g) involvement in crisis and emergency situations, especially where a particular understanding or relationship has been developed with offenders involved in the crisis, and offering spiritual care and support to offenders, and their families as needed.

Chaplain Qualifications

Bridges of Canada must provide Qualified Professional Official Representatives (QPOR) of Canada's religious and spiritual communities as applicants to supply institutional chaplaincy services.

This typically means that an Ordination, Final vows, or Licensure by one of Canada's religious or spiritual communities is required.

It is Bridges of Canada's responsibility to ensure that all proposed Chaplain candidates meet the following minimum qualifications:

- a) Each applicant must have a minimum of 3 years **compensated** experience in religious or spiritual service as a QPOR of their faith or spiritual community.

The Chaplaincy Applicant must provide a **resume** that includes the following:

- i. Applicant's name, religious organization name and location where the services were provided;
- ii. Start and end dates of the engagement(s); and
- iii. A Brief summary of the work performed by the applicant during the engagement(s) for which the stated experience was obtained.
- iv. Date (Month and Year) that the applicant became a QPOR as well as their title or Religious Designation.

The Applicant must provide a **mandate letter** from their faith or spiritual community that demonstrates:

- i. The applicant's name and official religious designation/title (e.g. imam, rabbi, priest, deacon, ordained clergy, etc.).
- ii. meets the educational, experience, personal, and all other requirements as a QPOR to perform religious or spiritual services, rites, rituals, worship, and other observances on behalf of the faith or spiritual community.
- iii. states the number of years of service as a QPOR
- iv. is currently mandated and approved by their faith or spiritual community to serve as a QPOR;
- v. has been compensated as a QPOR for performing religious or spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community (this includes salary, hourly wage, honorarium, stipend or in-kind good and/or services); and
- vi. has the organization's official recommendation and support to serve as a chaplain for Correctional Service Canada and to provide services in a multi-faith, interdisciplinary and regulatory setting as a correctional chaplain in a correctional milieu.

The letter must be in English or French, signed and dated on the Organization's letterhead and include the signatory's title and signature. The letter must be dated within 6 months of the applicant's start date.

All interested candidates are encouraged to contact our Human Resources Department at HR@Bridgesofcanada.com. They can request valuable information and guides to assist with ensuring their application package meets the requirements for proper review of eligibility for the position.