

Position Description

Muslim Prison Chaplain

Position Status:	New
Organisation:	Islamic Council of Victoria
Project:	ICV Accounts
Location:	Level 1, 372 Spencer Street, West Melbourne
Employment Type:	Full-Time (1EFT)
Position Supervisor:	Abdul Kadir (Justice Coordinator)
Start Date:	February 2020
Remuneration:	<ul style="list-style-type: none"> • Full-time • Competitive Remuneration to be negotiated • A three (3) month probationary period • Award: Social, Community, Home Care and Disability Services Industry Award.

For enquiries only contact:

Mr Abdul Kadir

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Organisation Information:

The Islamic Council of Victoria (ICV) is the peak body for Muslim organizations in Victoria. The ICV represents more than 90,000 Victorian Muslims, through its 37 member organizations located throughout metropolitan Melbourne and rural Victoria.

The ICV aims to fulfill its vision through the provision of advocacy, consultation and co-operation with Governments, multi-faith communities, service providers, the media and the general public. In representing Muslims throughout Victoria, the organization advocates for a positive understanding of Islam and Islamic issues, together with the notion of respect and tolerance between all faiths. It promotes empowerment within the Muslim community and provides leadership in positive integration within mainstream Australian society.

The ICV, in conjunction with the broader community, provides specialist services to improve the welfare of disadvantaged groups within the Muslim community. The organisation also provides facilities for Islamic religious services, in addition to venues suitable for meetings, seminars and community gatherings.

The Position:

The ICV Muslim Prison Chaplaincy team aims to enrich and address the needs of incarcerated Muslims by providing a high quality of spiritual care practice for prisoners, to prisoners' families, to ex-prisoners and to staff within the Prison. The Muslim Prison Chaplain will be required to respond effectively to the diverse spiritual and religious needs of the prisoners, the prisoners' families, to ex-prisoners and staff.

Job responsibilities

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.

The Muslim Prison Chaplain will:

- Lead and conduct Juma/ Friday sermon service
- Lead worship/religious services, rituals, and religious instruction
- Advocate for inmate's religious exemptions to the institution, especially in regards Halal, prayer ...etc.
- Offer and lead spiritual counseling sessions with inmates
- Provide faith related materials such as Quran books, prayer beads, prayer mats etc.

- Work with external faith-based and community organisations
- Chaplains are expected to meet 4 times per year, after each quarter (or as required) with the Prison services coordinator
- Be an advocate for prisoners when necessary, both within the prison system and in the public arena.
- Make appropriate referrals for material aid where necessary.
- Work as a member of the inter-faith Chaplaincy team to provide comprehensive chaplaincy service to all prisoners
- Time sheets submitted on a fortnightly basis.
- Perform all duties in a manner consistent with the position of the Employee and exercise all due care, skill and attention in performing the duties
- Display the highest ethical and professional standards of service delivery and confidentiality towards the Employer and its clients;
- Attend any meetings, conferences and interviews which the Employer reasonably requires.
- Perform any other duties which the employer reasonably requires
- Attendance at training courses and conferences as required
- Attend any ICV funded training courses as advised.

Skills and attributes

The Muslim Prison chaplain will possess the following skills and attributes:

- Respect for inmates from a range of religious, cultural and linguistic backgrounds
- An ability to develop a rapport and act as a positive role model and have a passion for working with inmates
- Developed communication and interpersonal skills
- Flexibility, with the ability to adapt to different situations and groups of inmates.
- Be Responsive and attend to requests and queries from inmates & prison management in a timely manner.

Key selection criteria

In addition to demonstrating the skills and attributes listed above, the successful candidate for this role will have:

- Relevant experience in the field of Prison or other chaplaincy work or at least one unit of Clinical Pastoral Education or equivalent supervised pastoral education
- Knowledge or certificate in Islamic studies
- Excellent communication skills
- The ability to mentor and support individual growth

- Ability to represent the ICV appropriately when working with community, program partners and other stakeholders

Requirements

- To undergo a selection process including interviews, reference checks, a National Criminal Record Check. Any placement or position is subject to satisfactory checks.
- Ability to follow the policies and procedures of the ICV
- To participate in regular meetings for support, training and review
- Be over the age of 18

CONDITIONS

Accountability

The Muslim Prison Chaplain will report directly to **Justice Coordinator** and **General Manager**.

Contract Period

The Employment continues until terminated under this Agreement.

Hours of work

This position is Permanent full-time, **38 hrs** per week including regular evening and weekend work with 3 months of probationary period.

Travel

The ICV has a designated staff vehicle that is restricted to regional travel and engagements. For metropolitan engagements the use of the staff-member's own vehicle may be necessary at times for work-related travel.

The positions will require frequent travel to various prisons and community correctional offices across Victoria.

Salary

Salary is negotiable depending on qualifications, experience and demonstrated ability, and based pro-rata on the Social, Community, Home Care and Disability Services Industry Award 2010 Grade 5.