

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8270600

Children & Family Services Ministerial Program Coordinator, M-1

Brief Description of Class

The Children & Family Services Ministerial Program Coordinator oversees the faith and religion-based programs for the youth in the care of the Office of Children and Family Services' (OCFS) Division of Juvenile Justice and Opportunities for Youth (DJJOY).

Distinguishing Characteristics

Children & Family Services Ministerial Program Coordinator: non-competitive; single position class; under the general direction of the Associate Commissioner, functions as the director of the Bureau of Ministerial Services; performs statewide coordination and program evaluation of all faith and religious-based programs for youth in the care of the OCFS DJJOY; develops bureau policies and procedures; and directly supervises Chaplains throughout New York State.

Related Classes

Chaplains conduct religious services and provide spiritual guidance for individuals admitted to a State facility, as well as staff.

Illustrative Duties

Supervises Chaplains throughout New York State as part of ongoing management and evaluation of the religious and ministerial services provided by the bureau; performs the full range of supervisory responsibilities.

Develops services in consultation with Chaplains and Youth Facility Directors, to ensure that these services are provided consistently and used effectively.

Establishes and maintains contact with other agencies' ecumenical bodies and denominational judicatories, as valuable sources for volunteers and ideas for further development of ministerial services.

Constructs a statewide network that affords youth the opportunity to participate in religious observances including participating in rites and sacraments; attending religious education; experiencing communal faith events; and receiving spiritual guidance and counseling.

Implements a Ministerial Services Program that uses volunteer participants and includes ecumenical religious guidance, counseling, group discussions, forums, and formal and informal classes to minister to the spiritual needs to youth in the care of DJJOY.

Creates and implements a training curriculum for Chaplains and volunteers.

Reviews and approves the selection and placement of volunteers for each OCFS youth residential facility.

Builds and maintains a relationship with community religious centers and community access programs.

Develops a spirituality curriculum and trains DJJOY facility staff in its implementation.

Develops policies and procedures for the bureau, ensures their distribution to Chaplains, and meets with bureau staff to share information and discuss their compliance with policies and procedures.

Establishes a crisis management procedure for situations that call for immediate spiritual leadership and intervention.

Approves requests to provide resources to meet the special needs of youth in facilities.

Conducts facility site visits and monitors the use of ministerial services to prepare for the completion of the annual self-assessment by the bureau.

Schedules conferences, workshops, and training programs for all Chaplains.

Drafts, finalizes, and submits the annual budget for the bureau.

Minimum Qualifications

Children & Family Services Ministerial Program Coordinator

Non-competitive: Ecclesiastical endorsement from the official endorsing agency of the candidate's faith or denomination. In addition, a candidate must possess a bachelor's degree and four years of pastoral ministry or institutional chaplaincy experience (or an equivalent combination of the two), including one year in a supervisory or administrative capacity.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2025

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