



## Jail and Prison Ministry Role Description for: **Visitation Volunteer**

*Providing Help. Creating Hope.*

**Responsible to:** Jail and Prison Ministry Volunteer Area Coordinator

**Date Created:** February 2015

**Role Summary:** This position provides support to those currently incarcerated in either Jail or Prison. Activities may include one on one visits with inmates to listen to and support their concerns, leading or supporting liturgies, prayer services or bible studies for small groups, or participation in RCIA.

**Guiding Principles:** Catholic Charities is a social service organization in the Archdiocese of Dubuque that responds to persons in need and works to achieve justice in our society. We believe:

- People can recover, reclaim and transform their lives
- All people have unique strengths, talents and skills
- Community provides a key to helping people achieve well-being

Catholic Social teaching is foundation to our work: The values of service, integrity, respect, unity, and stewardship are expected to be demonstrated in all aspects of work.

**Role Duties/Tasks:**

- Each prison and jail has its own administration and sets its own programs, policies, and procedures. Duties and Tasks vary widely throughout the Archdiocese. Catholic Charities Jail and Prison Ministry visitation volunteers are also volunteers of the institutions, participating in the programs and following the procedures determined by the local authorities.
- Keep a summary log of interactions with jail or prison residents and use that to report monthly to the Jail and Prison Ministry Coordinator or Assistant Coordinator.

**Qualifications:**

- Demonstrate an ability to build and maintain meaningful relationships with inmates through interpersonal skills, sensitivity, and rapport building skills.
- Commit to volunteering Jail or Prison visitor for a minimum of 6 months.
- Complete all documentation and background checks required by the jail or prison facility and any other trainings provided by Catholic Charities.
- Be culturally and socioeconomically sensitive with the ability to respect and serve a diverse population of people.

This description may not include all of the duties, knowledge, skills or abilities associated with this position and may be modified as the need arises.

I have reviewed this role description and by signing, acknowledge that I am able to perform the duties as outlined.

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Volunteer

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Date

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Jail and Prison Ministry Coordinator/Assistant Coordinator

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Date