

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Branch Director / Deputy Branch Director of Chaplain Corps & Chaplain Unit Leader / Second-In-Command	CH-BD (Director) CH-DBD (Deputy)	BDCH (Director) DBDCH (Deputy)	Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
Yes	Chaplain Corps	Sector 2 Junction City, OR	100 <small>(Or equivalent experience)</small>	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
Internal and External	Open Until Closed	CO-5 Commissioned Officer	D1 Lieutenant and above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> • The Branch Director and Deputy Branch Director of the Chaplain Corps serve as the most senior leadership of the Chaplain Corps and are responsible for representing the Command. They are also responsible for the strategic direction and development of the Chaplain Corps as an organization within the Central Aid Agency, and for overseeing the standards of conduct and training for C.A.A. chaplain personnel. The Branch Director is assisted by the Deputy Branch Director, who can take over in emergency situations. These roles are also currently responsible for filling the unit Leader and Second-In-Command positions of a Chaplain Corps unit, and overseeing the operations of elements and personnel assigned to that unit. 				

TYPE OF ASSIGNMENT

- This is a **Primary Duty Assignment**. Personnel assigned to this position carry out the related duties as their main role within the Central Aid Agency.
- This position may be armed or unarmed.
- **Please select the position you are applying for (Choose all that apply):**

Branch Director of the Chaplain Corps

Deputy Branch Director of the Chaplain Corps

I would also like to be trained and certified as a Field Chaplain

- **PLEASE NOTE: Because this role is critical to the function of the organization, personnel are required to prioritize it over any other volunteer commitments, especially when the unit is activated.**

DESCRIPTION OF DUTIES

- Manage and oversee the C.A.A. Chaplain Corps from a senior management level
- Develop and implement strategic planning to grow operations and create partnerships
- Carry out the duties of a senior Chaplain Corps Commanding Officer
- Manage personnel
- Oversee finances
- Manage administrative duties
- Develop operational policies and directives
- Attend and participate in C.A.A. Board Meetings, as needed.
- Recruiting, selecting and training qualified chaplains.
- Conducting chaplain meetings.
- Establishing and maintaining a chaplain call-out roster.
- Maintaining records for each chaplain.
- Tracking and evaluating the contribution of chaplains.
- Maintaining a record of chaplain work hours and overall service.
- Completing and disseminating as appropriate, all necessary paperwork and information.
- Planning periodic recognition events.
- Maintaining liaison with the agencies we serve.
- An evaluation of the overall use of chaplains will be conducted on an annual basis.
- Overseeing and conducting Leadership Performance Evaluations for all Commissioned Officers and NCOs within the Chaplain Corps on an Annual Basis.
- Work with partner agencies to provide chaplain services.

---Currently, these roles are paired with Chaplain Corps unit leadership roles; the Deputy Director of the Chaplain Corps will also serve in the tactical role as a Chaplain Corps unit Leader, and the Deputy Branch Director of the Chaplain Corps will also serve in the tactical role of a Chaplain Corps unit Second-In-Command. The following responsibilities have been added with respect to this requirement. (Any Chaplain that wishes to also be certified as a Field Chaplain will be cross trained in emergency / disaster response and assigned to a Rapid Response Team unit within Emergency Response Force 1, Detachment A (Headquarters))---

- Carry out the duties and responsibilities of supervisory Chaplain staff.
- Oversee and manage the operations of a Chaplain unit and assigned personnel.
- Manage certifications and standards for the unit.
- Develop and oversee training for the unit.
- Deploy to assist with and support C.A.A. operations.
- Be the primary point of contact for the unit.
- Participate in honor ceremonies, as assigned.
- Represent the unit and be responsible for its operation and wellbeing.
- Oversee the conduct and assignment of unit personnel.
- Oversee tasks and duty assignments for unit personnel.
- Attend training and Chaplain Corps related activities and events.

---Field Chaplains Only---

- Respond to emergency situations with their assigned unit.
- Help educate the public about disaster response and preparedness.
- Participate in regular training and disaster response related activities.
- Other related duties as assigned.

MEMBERSHIP REQUIREMENT

- Chaplain Corps personnel are required to be members of the Central Aid Agency in a Rated capacity.

FAITH REQUIREMENT

Devoted Follower of Jesus

Devoted Follower of Jesus means someone that has accepted Jesus Christ as their Lord and Savior into their life, is engaged in an active relationship with Him, and must demonstrate on a regular basis at least four or more of the below:

- Seeks to honor God in their words and actions.
- Makes decisions prayerfully with wisdom and critical thinking based on objective and verifiable facts, rather than emotion or baseless ideology.
- Seeks to live according to Christ's teachings as best they can.
- Acts with wisdom, humbleness, and uses introspection in consultation with God to guide self-improvement.
- Is knowledgeable about matters of faith and the Bible.
- Does not blatantly engage in activities, behavior, or lifestyle that is sinful.
- Values faith, goodness, truth, honesty, and honor.

HOURS / ACTIVENESS REQUIREMENTS

- Personnel must maintain the minimum activeness standards required by their level of Rating.

PAYSCALE

- This is a volunteer position; however, there is opportunity to build it into a paid position for enterprising individuals.

BENEFITS

- No benefits are currently offered for this position.

HYGIENE AND APPEARANCE REQUIREMENTS

Type 2.5 (When in full uniform)

- Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is not specifically restricted, but must be professional in appearance. Beards if worn must be practical, trimmed, and well groomed.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

Type 2 – Field Chaplains (When in full uniform)

- Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.
- Exemptions to this rule may be authorized on a limited basis for specific purposes or field environments, citing necessary medical, security, or operational reasons.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

UNIFORM

- Med Corps personnel typically wear full uniforms (Class C or greater).

EQUIPMENT

- Equipment personally purchased by personnel is their property and they may keep it upon leaving the agency.
- All other equipment is issued to personnel and must be returned upon leaving the agency.

DESCRIPTION OF SELECTION PROCESS

- Application Submission
- Interview (Conducted by panel of ranking officers)
- Accepted to the position
- Confirmation and deduction of points, and promotion
- Orientation
- Assuming of duties / required training / equipment outfitting.
- Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **Preference will be given to Field Chaplains.**

EDUCATION/WORK EXPERIENCE:

- Must have at least 100 Service Points, or equivalent experience
- Must have at least 3 years of consecutive experience, at least 2 of which must be in a management type role; as either a first responder or military chaplain.
- Some limited alternative experience accepted.
- Must not be currently involved in any disciplinary or remedial processes.
- Seminary related degrees and certifications accepted and encouraged.
- **Please submit a complete resume with all related certifications and experience along with this application.**

CERTIFICATIONS:

- Must Complete ICS 100, 200, 700, and 800 within one month of assuming duties (if not already certified)

---Field Chaplains---

- Must get or have ICS 300 and 400 certification as soon as reasonably possible.
- Must attend and pass C.A.A. basic emergency response training (if not already certified)

ABILITY/BACKGROUND:

- Must be self-organized, a self-starter, self-disciplined, and self-motivated.
- Must be visionary and able to think strategically.
- Must be detail-oriented.
- Must be able to innovate.
- Must be passionate and knowledgeable about disaster medicine and serving others.
- Must understand the Central Aid Agency organization, mission, and culture.
- Must be comfortable supervising and taking responsibility for others.
- Must be able to lead effectively.
- Must be able to manage finances.
- Must be able to manage personnel of differing skillsets and qualifications.
- Must be responsible and responsive to communications.
- Must be able to prioritize and manage projects and assignments.
- Must be comfortable in confrontational situations.
- Must treat others with kindness and compassion.
- Must be able to de-escalate situations whenever possible.
- Must be comfortable facing and overcoming difficult physical challenges.
- Must be comfortable wearing a full uniform.
- Must be comfortable operating during stressful situations.
- Must be willing to meet the scheduling and training requirements.
- Must be comfortable around blood, first aid and/or medical emergencies.
- Must understand that deployments can happen at any time, with little notice.
- Must be comfortable operating outside usual comfort zones.
- Must be comfortable operating as part of a team within a highly organized unit.

PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION

APPLICATION	
LAST NAME	FIRST NAME
DATE OF BIRTH	LEGAL GENDER
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
CONTACT PHONE	CONTACT EMAIL
SIGNATURE	DATE
BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
BELOW FOR AUTHORIZING OFFICER ONLY	
APPLICATION APPROVED	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold	
SIGNATURE	ID NUMBER

ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

<input type="checkbox"/> New Assignment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Assignment	<input type="checkbox"/> Attachment	<input type="checkbox"/> Change Duty Status
Name (Last, First)		Number		
PREVIOUS ASSIGNMENT				<input type="checkbox"/> Check if none
COMMAND				
UNIT				
NEW ASSIGNMENT				<input type="checkbox"/> Check if same as above
COMMAND				
UNIT				<input type="checkbox"/> Check if same as above
DATE END PREVIOUS		DATE START NEW		
<input type="checkbox"/> Check if all below remaining unchanged				
PREVIOUS SECURITY CLEARANCE		NEW SECURITY CLEARANCE		
PREVIOUS RANK	RSD#	NEW RANK	RSD#	
PREVIOUS DUTY STATUS		NEW DUTY STATUS		
COMMENTS				
AUTHORIZING OFFICER			DATE	
NUMBER				