ACPE Supervisor Opening at the St. Cloud VA HCS

This is a new position, the second ACPE Supervisor position, at the St. Cloud VA HCS. The St. Cloud VA is the ACPE System Center of the VA Midwest Health Care System (VISN 23) ACPE System. The Sioux Falls VA HCS and the Minneapolis VA HCS are Component Sites. The Sioux Falls VA employs a full time ACPE Supervisor. VISN 23 is accredited to offer Level I and Level II CPE and Supervisory CPE. There is a joint Residency program conducted by the St. Cloud VA and Sioux Falls VA. St. Cloud VA employs three Chaplain/Supervisory Education Student Trainees and offers Summer and Extended Internship programs.

Apply through www.USAJobs.gov

Federal Employment practices must be followed.

The full position announcement is copied below and available through USAJobs. Please note language used in the official announcement reflects federal hiring definitions.

**Job Title:** Chaplain (CPE Supervisor)
**Department:** Department Of Veterans Affairs
**Agency:** Veterans Affairs, Veterans Health Administration
**Job Announcement Number:** 1522105-BU

**SALARY RANGE:**
$74,373.00 to $96,691.00 / Per Year

**OPEN PERIOD:**
Thursday, October 1, 2015 to Friday, September 30, 2016

**SERIES & GRADE:**
GS-0060-12

**POSITION INFORMATION:**
Full Time - Exempted Service Permanent

**DUTY LOCATIONS:**
1 vacancy in the following location:
Saint Cloud, MN

**WHO MAY APPLY:**
United States Citizens

**SECURITY CLEARANCE:**
Not Applicable

**SUPERVISORY STATUS:**
No

**JOB SUMMARY:**

Come Join Our Team of Chaplains at the St. Cloud VA Health Care System that provides a complete range of spiritual and pastoral care to Veterans and their families.

Vacancy Identification Number: 1522105
OUR MISSION:
To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

JOB SUMMARY: This is a permanent full time position for a (Protestant) Clinical Pastoral Education Supervisor. The Chaplain provides clinical pastoral care to veterans and has responsibility for developing, implementing, overseeing, and coordinating an accredited program of clinical pastoral education. The incumbent provides a well-rounded ministry to veteran patients and family members, including as appropriate, extensive and intensive pastoral counseling in collaboration with the inter-disciplinary treatment team. Communicates the purpose and mission of the hospital to the religious and civic community and encourages community support.

For more information about St. Cloud Health Care System, please visit their website: http://www.stcloud.va.gov/

This announcement will remain open until September 30, 2016 or until the position is filled. Complete applications received by Friday, November 6, 2015 will be given first consideration. After that, if the position remains unfilled, complete applications received by each subsequent Friday will be considered.

TRAVEL REQUIRED
• Not Required

RELOCATION AUTHORIZED
• No

KEY REQUIREMENTS
• Must be a US Citizen
• Must have ecclesiastical endorsement dated within the past year
• Certification as a Supervisor or Associate Supervisor of CPE by ACPE

DUTIES:
Position Description: 90033-0

Work Schedule: Monday-Friday, 4:30 pm with rotating on call, weekends and holidays

The Clinical Pastoral Education Supervisor's duties and responsibilities include, but no limited to:
• Providing clinical pastoral care for inpatients and outpatients who desire it.
• Performing spiritual assessments and interventions in both individual and group settings.
• The incumbent works with the Chief of Chaplain Service, VISN 23 ACPE Supervisor, other staff chaplains, and the CPE Professional Advisory Group to develop and coordinate the accredited CPE program as part of the overall program of ministries of Chaplain Service.

• Developing and administers the Clinical Pastoral Education program.

• Developing and advises an interdisciplinary professional consultation committee, who will insure the good standing of the CPE program with the accrediting organization.

• Supervising CPE students - recruits, screens, educates, provides detailed reports to participants and to ACPE.

• Being actively involved in the regional and national ACPE activities, insuring the good standing of the CPE Center with the accrediting organization, The Association for Clinical Pastoral Education, Inc.

• Scheduling training dates and publishing course prerequisites and requirements.

• Directing, planning, and coordinating CPE programs and related research projects of Chaplain Service.

• Ensuring the required CPE seminars, case reviews, interpersonal relations (IPR) or open agenda groups, and individual supervisory conferences are the responsibility of the incumbent.

• Consulting with the multidisciplinary CPE Professional Advisory Group regarding the CPE program in the medical center, implements evaluation and assessment procedures to effect needed changes in the educational program, assures quality controls, and serves as a liaison between the medical center and the Association for Clinical Pastoral Education, Inc.

• Assessing religious, spiritual, moral, and ethical problems of patients and plans and provides appropriate ministration, including individual in-depth pastoral ministry, as appropriate.

• Providing as appropriate, extensive and intensive pastoral counseling of individual patients, and responds to emergencies or crises when pastoral care is appropriate.

• Performing sacraments and/or rituals to meet the unique needs of a patient’s religious needs when in concert with his or her own faith tradition or locate such clergy persons from the community to meet these needs.

• Documenting the provision of pastoral care and ministry in patient records.

QUALIFICATIONS REQUIRED:

APPLICANTS MUST MEET ALL OF THE FOLLOWING REQUIREMENTS.

Ecclesiastical Endorsement: An ecclesiastical endorsement, dated within the past 12 months, from the official national endorsing authority of your denomination. An ecclesiastical endorsement is the written official statement by the endorsing body certifying that you are in good standing with the denomination and that you, in the opinion of the endorsing body, are qualified to provide the full range of ministry required in the VA's pluralistic setting.
Ecclesiastical Endorsements are only accepted from the endorsing official designated by the faith group. The list of endorsing officials is online at the VA Chaplain website: http://www.patientcare.va.gov/chaplain/index.asp select "Employment Information and Resources," and "List of Ecclesiastical Endorsers."

If your denomination is not on the list contact John Batten at 757-728-7062.

- If requesting to be an endorsing agency for VA Chaplaincy. Your denomination must submit a Request to Designate an Ecclesiastical Endorsing Official (VA Form 10-0379) to the National Chaplain Center before the closing date of this announcement. Click on link to download or print the form, http://www.va.gov/vaforms/medical/pdf/vha-10-0379-fill.pdf

Education: A Master of Divinity from an accredited institution OR at least 70 hours of graduate course work at an accredited institution which included at least 20 semester hours in pastoral ministry; 20 semester hours in any combination of theology, ethics, and philosophy of religion; 20 semester hours in the study of sacred writings, including the study of languages in which sacred writings are written; and 10 semester hours in religious history and/or world religions.

Certification: Certification by the Association for Clinical Pastoral Education (ACPE) as an Associate Supervisor or Supervisor of Clinical Pastoral Education.

Experience: At least three years of professional ministry experience. At least two years of this experience must have followed completion of the Master of Divinity or equivalent. One year of the experience must have demonstrated all of the following:

(a) ability to serve as a consultant or expert to a multidisciplinary treatment team;
(b) in-depth knowledge of related professional fields, particularly in the behavioral sciences;
(c) understanding of, and ability to respond to, the particular concerns and issues pertaining to treatment of veterans;
(d) knowledge of the structure, regulations, practices, and programs of healthcare delivery systems;
(e) ability to interpret and apply a body of rules, regulations, policies, and procedures in professional practice;
(f) ability to develop and maintain liaisons with a variety of outside organizations.

*Completion of an M. Div. or equivalent plus a doctoral degree directly related to pastoral ministry may be substituted for one year of this experience.

English Language Competency: All applicants must be proficient in written and spoken English.

Selective Service Registration: By law, all males born after December 31, 1959 must have registered with the Selective Service (the military draft) or have a valid exemption.

SPECIAL INSTRUCTIONS FOR FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the above requirements. You must show proof that the education credentials have been submitted to a private organization that specializes in interpretation of foreign educational credentials and that such education has been deemed to be at least equivalent to that gained in conventional U.S.
education programs; or an accredited U.S. state university reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at the state university. It is your responsibility to provide such evidence when applying.

**If you are a veteran claiming veterans' preference**, submit a copy of your DD-214 or other proof of eligibility. **If you have a service-connected disability, Purple Heart or are claiming preference as the spouse or widow of a Veteran**, you must submit an SF-15, "Application for 10-Point Veterans' Preference" **plus the proof required by that form**. For more information on veterans' preference see [http://www.fedshirevets.gov/](http://www.fedshirevets.gov/)

**HOW YOU WILL BE EVALUATED:**

All applicants who meet the minimum qualification requirements will be evaluated by the Board of Excepted Service Examiners to determine the degree to which the documents provided demonstrate that the applicant has the following competencies:

- Communicates effectively orally and in writing.
- Clearly expresses complex and sensitive information to individuals and groups through teaching, supervising, performing ministry, program administration.
- Acquires and applies new pertinent knowledge and skills,
- Prioritizes work, determines goals and resource requirements, monitors progress and measures and documents outcomes.
- Seeks and applies methods to improve work practices.
- Provides excellent customer service to students, patients, families, staff, the public, and all stakeholders
- Plans and provides pastoral care in conjunction with interdisciplinary teams using knowledge of and in conformance with standards of cognate groups (APC, ACPE, NACC, NAJC, NCVACC, NAVAC, Joint Commission etc.)
- Assures that all patients have opportunities for free exercise of religion; and protects patients from proselytizing and unwanted ministry from any and all sources.
- Educates students by assessing learning needs; developing a learning contract, using various training aids, using action-reflection model, providing constructive feedback, acting as a mentor.
- Performs administrative tasks in accordance with ACPE Standards and requirements.
- Seeks, values, and effectively deals with diversity in all aspects of the program.

Applicants will be given a numerical score between 70 and 100 by the Board of Excepted Service Examiners, comprised of the Associate Directors of the National VA Chaplain Center. The numerical score is based on the totality of relevant competencies. It is not determined by summing scores on each competency. Those Veterans who are entitled to preference will get either 5 or 10 points added. Applicants will be referred to the medical center for final consideration in score order. The medical center must select from among the applicants with the three highest scores.
**BENEFITS:**

**Benefits:** Department of Veterans Affairs employees receive comprehensive benefits including eligibility for Federal Employee Health and Life Insurance programs, weekend differential pay, the Federal Employee Retirement System, 401k investment funds with matching government contributions, and generous vacation and sick leave. For further information on benefits see [http://www.vacareers.va.gov/salary-benefits/index.asp](http://www.vacareers.va.gov/salary-benefits/index.asp)

**OTHER INFORMATION:**

No pre-employment physical is required.

The Department of Veterans Affairs will make reasonable accommodations for qualified applicants with disabilities. VA is an equal opportunity employer. Persons with disabilities are encouraged to apply.

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**HOW TO APPLY:**

All applicants are encouraged to apply online.

To apply for this position, you must complete the View Occupational Questionnaire and submit the documentation specified in the

The complete application package must be submitted by 11:59 PM (EST) on Friday, September 30, 2016 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire in Application Manager.

2. Click Submit My Answers to submit your application package.

**NOTE:** It is your responsibility to ensure your responses and appropriate documentation is submitted prior to Friday, September 30, 2016.

Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application. If you are unable to apply online or unable to upload your supporting documents to your online application, follow the directions located at the following site: Fax Options The Vacancy ID of the job opportunity announcement is 1522105.

**NOTE:** If you applied online and your application is complete, do not fax the paper application (1203-FX) as this will overwrite your prior online responses and may result in you being found ineligible.

**USAJOBS will not provide an accurate status and we may not be able to review if your application is complete. Follow the steps to verify your application is complete:**

- Sign-in into [www.usajobs.gov](http://www.usajobs.gov)
- Select, “My Account” and a drop down menu will appear.
- Select, “Application Status” history of jobs will appear.
• Select, “More Information” and you will be directed to Application Manager (Application Package Status Page).
• Under "Documents," lists all documents that have successfully uploaded, pending upload or upload error.
  o For Successfully uploaded documents: Open each document and perform an inventory of what is required to be submitted.
  o For upload Error(s): Click, "Add documents," and follow the instructions. *Main two reasons for upload errors - file is larger than 3 megabytes or wrong file format. The correct file formats are GIF, JPG, JPEG, PNG, RTF, PDF or Word (Doc or DOCX).

REQUIRED DOCUMENTS:
• Occupational Questionnaire (complete this on-line)
• Resume or federal application form. **Please note:** Your resume must give the beginning and ending date of each job held, and the average number of hours worked per week. Without this information we cannot tell whether you meet the experience requirement and you will be rated ineligible.
• Ecclesiastical endorsement dated within the past year
• Certification by the Association for Clinical Pastoral Education (ACPE) as an Associate Supervisor or Supervisor of Clinical Pastoral Education.
• Transcripts of all graduate education (copies are acceptable)
• Form OF-306 "Declaration for Federal Employment" signed and dated within 90 days prior to the closing date of this announcement. (Go to www.usajobs.gov, open "Resource Center," select "Supplemental Forms," Select "Optional Forms."
• Veterans documents (if applicable) Military discharge form DD-214 and Claim for 10-point Veterans Preference (SF-15)
• If you have previously worked as a permanent VA chaplain, submit a copy of your last Notification of Personnel Action," SF-50

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

AGENCY CONTACT INFO:

Mario R. Dagulo
Phone: (757)728-7069
Fax: (757)728-3179
Email: MARIO.DAGULO@VA.GOV

Agency Information:
VA National Chaplain Center
Department of Veterans Affairs
100 Emancipation Dr Building 33
Hampton, VA
23667 Fax: (757)728-3179
WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. That acknowledgement email does not mean that your application is complete. You must also submit all of the documents listed under "Required Documents."

Within approximately two weeks after the closing date you will receive a Notice of Results by email. The Notice will tell you your rating, and whether your application has been referred to the medical center. If your name is referred to the hiring official, you will be contacted directly by that office if an interview is desired.

If your application is referred to the medical center and you are not selected, you will receive notice via email, or by mail, if no email address was provided by you during the application process, once the selection process is completed (generally 4-6 weeks).