

To Whom It May Concern:

Belmont Correctional Institution is seeking a provider of Islamic religious services. The provider would be required to conduct weekly Jumah services, Taleem classes, and provide general pastoral care to Muslim offenders which may include: consultation concerning religious services, grief care, crisis pastoral counseling, and pastoral visitation with offenders. The provider is also responsible for making appropriate referrals, distributing religious literature and/or materials; performing holiday services (Ramadan), Eid-ul-Fitr and Eid-ul-Adha, completing a monthly report of services provided, and providing funeral services for Muslim offenders. The contractor would be required to attend an annual religious services meeting. The position also requires providing pastoral care to offenders in special units such as segregation, medical, housing units or visiting. The contractor must be able to work on Fridays and be appropriately credentialed in the faith. Contract payment is based on services provided.

Belmont Correctional Institution is a minimum/medium security facility located in St. Clairsville, Ohio. It houses approximately 2,700 offenders. The average age of offenders is 38. The average sentence is 5.82 years with an average length of stay being 2.92 years.

Rate of reimbursement is negotiable. You may contact Deputy Warden Mary Potter at 740-695-5169, option 1, extension 2050 for further information.

Send resumes via email to [Mary.Potter@odrc.state.oh.us](mailto:Mary.Potter@odrc.state.oh.us) or to the address below. Resumes will be accepted until the position is filled.

Mary Potter, Deputy Warden of Special Services  
Belmont Correctional Institution  
PO Box 540  
St. Clairsville, OH 43950