

## POSITION DESCRIPTION

POSITION DETAILS	
<b>Position Title:</b> Staff Chaplain	<b>Classification:</b> Spiritual Care Practitioner
<b>Reports to:</b> Spiritual Care Manager	<b>Location:</b> Northern Area Local Health Network – NALHN
<b>FTE:</b> 0.5	

### CONTEXT AND PURPOSE OF POSITION

The Staff Chaplain within SA Health is a *Spiritual Care Practitioner* who, together with members of the spiritual care team, *and other staff*, seeks to *address* the spiritual care needs of patients, families and staff. They provide professional leadership to the spiritual care programme in a public hospital and are appointed by their faith community in conjunction with the health care service. They are to work *collaboratively* with the Spiritual Care Coordinator *as part of a Team*. It is a Uniting Church expectation that the chaplain has a mental health focus as part of their chaplaincy.

Staff Chaplains provide accountable spiritual care and contribute to a supportive '*faith friendly*' culture conducive to *holistic care that promotes wellness, resilience and participation*.

Staff Chaplains have particular obligations to their faith community and spiritual care volunteers under their supervision, while working collaboratively with the spiritual care team to provide an inclusive service to the hospital community.

This role will ensure the provision of quality compassionate spiritual care within one's scope of practice and provide a caring resource at the *person's* point of need. Such care will allow the '*person*' to 'set the agenda' with the Staff Chaplain being available as a *compassionate, skilful and respectful human being*.

The Uniting Church Chaplain's position is grounded in the following philosophy of chaplaincy:

#### **Holism:**

Chaplaincy should be an integral part of the life of the hospital. It makes a unique contribution to the well-being of all members of the hospital with a special focus on those with mental health issues. It is integrated and congruent with that offered by other disciplines and adds to the totality and 'completeness' of the care the Hospital provides.

#### **Spirituality.**

Spirituality is that which gives meaning, purpose, hope and resilience to being. Chaplaincy provides a spiritual resource for the hospital community. It respects and can transcend differences of denomination and religion, recognising aspects of grace in all. The chaplain may minister to patients and their families, and to staff in ways that enable questions of life and death, learning and challenge, reality and meaning, threat and promise to be articulated in a manner that encourages a personal and theological exploration of such issues in an honest, caring environment.

#### **Pastoral Care**

Pastoral care is a caring resource at the client's point of need. It allows the client to 'set the agenda' with the Chaplain being available to journey with the client as a vulnerable, caring, listening fellow human. The chaplain may provide a spiritual perspective and a liturgical resource as a tangible adjunct to pastoral ministry.

## PROFESSIONAL ACCOUNTABILITIES

- Comply with SA Public Sector Code of Conduct and Code of Fair Information Practice within the workplace and in the public domain
- Behave consistently in accordance with hospital guiding principles, workplace values and directions
- Participate in any performance management system in consultation with the relevant Faith community.
- Adhere to the provisions of relevant legislation, policies, procedures, instructions and guidelines
- Comply with all *Work Health and Safety legislation* which results in a healthy and safe work environment
- Ensure learning and development relevant to this role remains current
- Maintain *professional* confidentiality regarding any information regarding client/patient, personal staff information, financial information and information of strategic *or commercial in confidence* importance.
- Comply with mandated reporting requirements and training*
- Adhere to SCA Code of Conduct and Professional Standards.*

## REPORTING/WORKING RELATIONSHIPS/INTERACTIONS

The Staff Chaplain is accountable to

- Spiritual Care Coordinator as a member of the Spiritual Care team within the hospital in matters regarding day to day activities, conduct, team development and standards of practice
- Hospital management, *Line Manager* and staff regarding matters of patient care and compliance
- Faith Community supervisor (or equivalent) of their religious denomination in matters of faith and discipline
- Mutual Spiritual Care with Colleagues*

## KEY RESPONSIBILITIES

### Spiritual Care Responsibilities

- Provide for the spiritual needs of patients, families, significant others and staff *and make referrals as necessary.*
- Respond appropriately to or facilitate religious needs such as prayer, reading of sacred texts and rituals as agreed with patient/family/staff member.
- Participate in *training/* supervisory responsibilities of volunteers
- Be an educational resource within the *hospital and community* and participate in the delivery of education programs as negotiated with the Coordinator
- Fully work with the personal* belief systems of patients, families and staff and refrain from proselytising *and coercion*
- Function within the scope of practice as per the relevant member level of Spiritual Care Australia Standards of Practice
- Comply with the confidentiality policy of the hospital
- Care appropriately for own health, wellness and resilience*

### Communication Responsibilities

- Foster communication and collegiality within the Spiritual Care Department
- Liaise with the multi-disciplinary teams regarding patient care *and their families*
- Liaise with referring sources and external faith communities where appropriate for patient care
- Maintain communication *and participation* with own faith community as agreed

### **Administrative Responsibilities**

- Participate in Spiritual Care Department regular meetings
- Fulfill administrative duties as negotiated with Spiritual Care Coordinator *and hospital*
- Maintain records in accordance with Spiritual Care Department and hospital requirements, including data collection and updating of patient records where appropriate

### **Professional Development Responsibilities**

- Participate in continuing professional development opportunities *that are appropriate to Spiritual Care*
- Undertake regular professional supervision
- Maintain membership of professional associations as appropriate and relevant faith community endorsement

### **SPECIAL CONDITIONS**

- Must undergo a National Criminal History or applicable Security check.
- It will be necessary to comply with NALHN vaccination policy
- Appointment will be subject to a three month period of probation to assess suitability
- Out of hours work will be required to be available for Spiritual Care Department on-call roster
- Participate in a formal performance appraisal conducted in conjunction with the relevant Faith community  
- Yearly

### **PERSON SPECIFICATION**

#### ***Qualifications, Experience, Skills and Knowledge required to fulfil the requirements of this position***

#### **ESSENTIAL MINIMUM REQUIREMENTS**

##### **Qualifications:**

- Meet requirements of Certified Member level with Spiritual Care Australia.
- Completion of at least one unit of Clinical Pastoral Education (CPE)
- Relevant tertiary qualifications and/or formation requirements of faith community making placement

##### **Skills/Experience/Knowledge:**

- Evidence of good standing in faith community, or equivalent referee
- Demonstrated *competence* to provide effective and sensitive spiritual care
- Well-developed interpersonal, communication and attentive listening skills
- Ability to work as a member of a team in a multi-disciplinary professional environment
- Proven ability to work with minimum supervision and provide leadership to a team of volunteers
- Ability to respond to spiritual care referrals *in a professional and timely manner*
- Flexibility and adaptability in responding to needs*
- Experience working in settings of diverse religious and cultural backgrounds, and sensitivity to ecumenical, multi-faith and multicultural issues
- Ability to articulate and promote spiritual care in both inter-professional and multi-faith settings
- Demonstrated resilience and *commitment to self-care practices*
- Experience in providing spiritual care or personal support in a local faith or community setting
- Capacity to reflect on spiritual care *and religious practice*.
- Self-awareness and *willingness to understand* spiritual experiences different from one's own
- Sound understanding of the role and nature of spiritual care as a dimension of health care

**DESIRABLE REQUIREMENTS**

**Qualifications:**

- Completion of two or more units of Clinical Pastoral Education (CPE) *or equivalent*
- Graduate qualifications in spiritual care or an allied discipline

**Skills/Experience/Knowledge:**

- Experience in providing spiritual care in a health care setting *or equivalent*
- Experience in leading and resourcing teams of people, including volunteers

Approved by Spiritual Care Coordinator	(Print Name)	(Signature)	(Date)
Agreed by Position Incumbent	(Print Name)	(Signature)	(Date)