

Job Description

Director of Pastoral/Spiritual Care

Position Summary

The Director of Pastoral/Spiritual Care is responsible for managing the Pastoral/Spiritual Care Department. S/he oversees and ensures the provision of pastoral/spiritual care to patients/residents, their loved ones, and healthcare staff. S/he oversees and ensures provision of education and training, as appropriate, for the institution. S/he communicates and provides liaison with the religious community. S/he participates in the institution's management structure. The Director of Pastoral/Spiritual Care reports to _____.

Principle Duties and Responsibilities

The Director of Pastoral/Spiritual Care functions as an integral member of the healthcare team with the following essential job accountabilities.

1. Ensures the delivery of a complete program of pastoral/spiritual care to patients/residents, their loved ones, and healthcare staff of all faith traditions.
 - a. Actively participates in the delivery of pastoral/spiritual care.
 - b. Ensures that all requests for pastoral/spiritual care are responded to in a timely manner.
 - c. Ensures that appropriate worship opportunities are provided.
 - d. Ensures that ritual and sacramental needs are met.
2. Supervises and facilitates the work of those delivering pastoral/spiritual care, including employees of the institution and Chaplains appointed to the Pastoral/Spiritual Care Department by the religious community.
 - a. Provides orientation and training according to institutional standards.
 - b. Conducts yearly performance reviews, as appropriate.
 - c. Monitors days away and ensures adequate staffing.
 - d. Participates, as appropriate, in hiring and disciplinary processes
3. Coordinates clergy, pastoral visitors, and volunteers from the religious community.
 - a. Provides orientation to policies and procedures that affect their visiting.
 - b. Provides resources, including patient lists, according to institutional policy.
 - c. Provides liaison with institutional personnel.
4. Supports an interdisciplinary approach to pastoral/spiritual care.
 - a. Provides liaison to other departments, such as social work, volunteers, etc.
 - b. Provides orientation to pastoral/spiritual care to other departments as invited.
 - c. Serves on institutional committees, such as Bioethics and Institutional Review Board, as appointed.
 - d. Promotes an interdisciplinary approach to pastoral/spiritual care among all Chaplains.
5. Oversees the use and maintenance of the pastoral/spiritual care offices and chapel.
 - a. Provides proper office supplies, ritual items and religious literature.
 - b. Provides for the maintenance of office equipment.

- c. Oversees the scheduling of the chapel.
6. Develops and maintains proper administration procedures for the Department in accordance with institutional policy.
 - a. Develops and maintains procedures to keep records of pastoral/spiritual activity to communicate with other members of the Department and report to administration.
 - b. Develops and administers the Department's plan for continuous quality improvement.
7. Contributes to the wider community through publication, teaching and research.
 - a. Authors and co-authors material relevant to spiritual care and pastoral education.
 - b. Participates in teaching on a regular or periodic basis as invited.
 - c. Participates in research relevant to the field of pastoral/spiritual care.
8. Participates in programs and administrative activities of the institution.
 - a. Plans and participates in monthly staff meetings.
 - b. Plans and participates in regular professional development activities and supervision.
 - c. Participates in periodic planning meetings for departments directors.

Qualifications:

Board Certified Chaplain (BCC) and in good standing with a professional chaplaincy organization.

Working Conditions:

1. Some direct contact with patients/residents with communicable disease using acceptable universal precautions.
2. Substantial time spent with patients, their loved ones, staff and students, which requires a high degree of spiritual sensitivity, emotional energy and mental alertness.
3. Must have mobility through the healthcare institution's facilities, which are handicapped accessible.
4. Must have ability to handle stress associated with ministering to patients/residents and their loved ones who experience pain, suffering, death and grief.