

# Job Description

## Staff Chaplain

### Position Summary

The Staff Chaplain provides pastoral/spiritual care for patients/residents, their loved ones, and the healthcare staff. S/he will have responsibility to ensure that religious and spiritual needs of patients/residents and their loved ones are met in areas to which s/he is assigned. The Staff Chaplain will report to \_\_\_\_\_.

### Principle Duties and Responsibilities

The Staff Chaplain functions as an integral member of the healthcare team with the following essential job accountabilities.

1. Participates in delivering and arranging for appropriate pastoral/spiritual care to patients/residents, their loved ones and healthcare staff in specific areas of the institution or to particular faith groups as assigned.
  - a. Actively participates in the delivery of pastoral/spiritual care.
  - b. Responds to requests for pastoral/spiritual care in a timely manner.
  - c. Participates in the offering of worship opportunities.
  - d. Participates in the meeting of ritual and sacramental needs.
2. Supports an interdisciplinary approach to pastoral/spiritual care.
  - a. Participates in team meetings and rounds.
  - b. Serves on institutional committees as appointed.
  - c. Promotes an interdisciplinary approach to pastoral/spiritual care among all chaplains.
3. Participates in maintenance of proper administrative procedures for the Department in accordance with institutional policy.
  - a. Assists in the coordination of clergy and pastoral visitors from the religious community.
  - b. Keeps records of pastoral/spiritual activities to communicate with other members of the Department and administration.
  - c. Participates in the department's plan for continuous quality improvement.
4. Contributes to the wider community through publication, teaching and research.
  - a. Authors and co-authors materials 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.
5. Participates in programs and administrative activities of the institution.
  - a. Participates in monthly staff meetings.
  - b. Participates in regular professional development activities and supervision.

### 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 times 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.