



POSITION DESCRIPTION

POSITION TITLE:	Spiritual Care Coordinator	DEPARTMENT:	BTHC - Spiritual Care
CLASSIFICATION:	Non-Union	APPROVED BY:	Regional Lead – Community & Continuing Care
UNION:	Non-Union	DATE APPROVED:	February 12, 2016

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Boundary Trails Health Centre

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Spiritual Care Coordinator is responsible to provide pastoral/spiritual care and support to patients, residents, their families, the public and staff as the needs arise and in times of crisis.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed, and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud. This position has a unique connection to the Spiritual Care Committee and the BTHC Foundation and as a result provides consultation and support as requested through BTHC leadership team.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Regular, meaningful interactions with and developing a spiritual care plan when warranted for the patient.
- Responding to and prioritizing the needs of patients in various departments through the use of the Spiritual Care referral process at BTHC.
- Plan, coordinate and participate in religious services that will enrich the lives of the persons under his/her care. This includes coordinating worship services, participating in memorial services upon request, facilitating sacramental ministry, and finding resources to support various faiths as needed.
- Fosters client/patient connections to their home congregations and or faith based leaders. This may often include acting as a liaison or replacing the home congregation when it is not available.
- Train, coordinate and monitor pastoral care volunteers that visit in the facility and participate in events or activities.
- Creates Spiritual Care programs in keeping with Regional initiatives and works with other Coordinators and Pastors as needed.
- Provides leadership to BTHC teams at the site during planned Spiritual Care events and activities.

- Provide short term, supportive counseling to clients and sometimes staff when required. Refers to other resources when longer counseling is required or could be beneficial.
- Act as the liaison between facility staff and clients during times of crisis.
- Participate, when needed, in interdisciplinary team meetings so as to provide holistic patient/resident care.
- Maintain regular contacts with all the units of the facility to provide opportunity for communication and responds to referrals in a timely manner.
- Participate in staff and volunteer development programs and in-services when requested.
- Stays current on community activities with local churches and faith based Centers and works to builds positive relationships where possible.
- Make Interdisciplinary Progress Notes (IPN) in charts when appropriate.
- Participates in the development and annual review of policies and processes related to Spiritual care programming in the facility and as requested by the Director of Mental Health and Spiritual Health Care as requested through the facility.
- Assists in establishing and monitoring quality control assurances to meet program needs.
- Participate in workshops, clinics, and conferences that will contribute to proficiency and professional development in providing spiritual health care services.
- Participates in a personal annual performance review with the Manager, Health Services in cooperation with the Spiritual Care Team and when requested the Director of Mental Health and Spiritual Health Care.
- Provide supportive listening to facility staff and fosters positive morale in the workplace.
- Participates in activities in accordance with the terms of reference of the Ethics committee and the Conflict of Interest policy at Southern Health-Santé Sud.
- Keeps service offerings as generic as possible so that people of all faiths and religions can access services at the site.
- Recognizes the unique relationship that exists between this position, the Spiritual Care Committee and the BTHC Foundation. Participates in related activities to promote events that will benefit the Spiritual Care program and the hospital.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations. Participates in follow up reviews as required to further learning and enhance education.
- Pursuant to the RHA Act, Southern Health-Santé Sud is a bilingual-designated RHA. All employees accept responsibility relative to “active offer” to ensure health services are evident, readily available, and easily accessible in both official languages.
- Performs other related duties as assigned.

Statement of Priority of Service

The Spiritual Care Coordinator shall be responsible to perform the above duties in keeping with the following priorities. These priorities should be used as a guide to assist in spending time and resources but it is not exhaustive. Should the Spiritual Care Coordinator have difficulty establishing priorities, consultation with the Manager, Health Services or Director, Health Services should occur:

First priority:

- Direct patient/resident/staff care in Acute and Palliative Care units is most important.
- Cancer Care, Dialysis, ER, Medical, Rehab Surg, Surg Obstetrics, OR & PACU are next.
- All other areas including non emergent patient and staff areas of support are last.

Second Priority:

- Second priority will be educational and program responsibilities.
- Providing Spiritual Care workshops, in-services, etc. as approved by Manager, Health Services.
- Participates in ethics education as requested in compliance with regional policy.
- Collaborates with Spiritual Care Coordinator at Bethesda Regional Health Centre and the Director Mental Health and Spiritual Health Care as needed to ensure the program is following all Regional policies.

Third Priority:

- Administration and Record keeping as position requires.
- Report writing as position requires.
- Planning and goal setting related to spiritual health care services with supervisor.
- Participates in facility and regional initiatives and committees as required.
- Provide updates on accomplishments and priorities for use at the Spiritual Care Committee meetings and the BTHC Foundation meetings as needed.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

- Submits a monthly statistical report, an annual report for program performance measurement and planning.
- The Director, Health Services will provide final feedback and will support a next step compensation recommendation with a favorable outcome if appropriate/available.
- Will participate in scheduled meetings of the applicable ministerial association upon invitation. (Ex: Morden & Winkler Church Services Association).
- Will participate in Team meetings at BTHC as required to meet team and facility needs.
- Will seek out and be open to feedback from others through the year and for personal development and performance ratings annually.

QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Graduate of recognized College/ University program having received a Degree in a related field.
- Graduate of a recognized Theological Seminary – having received a Master’s degree preferred.
- Minimum two basic units of Clinical Pastoral Education, (preferably 2 basic & 2 advanced units).
- Member of the Canadian Association of Pastoral Practice and Education (CAPPE).
- Member in good standing of his/her local congregation and church conference or religious body.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Minimum two years directly related experience providing spiritual care services in a hospital, educational, or government funded facility is required.
- Previous experience providing multiple faith programs in a related environment required.
- Endorsed (credentialed, ordained) by denomination for ministry.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Experienced in the cycle of human life with a mature approach to enhancing the dignity and welfare of others during difficult times such as serious illness, injury, and for patients that are actively dying.
- The ability to work impartially with people who follow a variety of religious, faith, and spiritual traditions is required. To try and provide faith based information needed as requested.
- To work effectively and remain calm with patients, patient families, staff, physicians, and community clergy during emotionally tense situations is required.
- Committed to discretion and confidentiality in all matters related to the work done at the site.
- Able to work as a member of an interdisciplinary team as well as able to work independently.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

Spiritual Care Coordinator hourly pay rate will be commensurate with Manitoba Health's Spiritual Care guidelines, comparable roles in the province, region, and local area. The hourly rate will reflect the persons experience and CASC certification level. Salary and benefits is generously paid for by the BTHC Foundation.

Salary scale confidential

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.