



POSITION DESCRIPTION

POSITION TITLE: Spiritual Care Coordinator	DEPARTMENT: Altona Community Memorial Health Centre/Spiritual Care
CLASSIFICATION: Non-Union	APPROVED BY: Regional Lead – Community & Continuing Care
UNION: Out of Scope	DATE APPROVED: September 28, 2020

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Altona Community Memorial 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 Advisory Committee with members of Southern Health-Santé Sud, Rhineland Ministerial and Gardens on Tenth; and as a result provides consultation and support as requested through the leadership team.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

- Regular, meaningful interaction with patients, their families and staff in developing spiritual care plan when warranted.
- Plans, coordinates and participates in religious services that will enrich the lives of persons under his/her care. (ex. - coordinating worship services, participating in memorial services upon request, facilitating sacramental ministry) and other such religious activities that arise and meet the needs of the patients, residents, their families and staff. Fosters client's connection to their home congregation and pastors.
- Trains, coordinates and monitors pastoral and spiritual health care volunteers that visit in the facility.
- Provides short term, supportive counselling to clients and refer to other resources when longer counselling is required.

- Acts as the liaison between facility staff, clients and families during times of crisis.
- Participates, when needed, in interdisciplinary team meetings to provide holistic patient/resident care.
- Maintains regular contacts with all three facilities to provide opportunity for communication of problems and needs as they arise.
- Participates in staff and volunteer development programs and in-services when requested.
- Plans and coordinates with other departments as required.
- Makes interdisciplinary progress notes (IPN) in charts when appropriate.
- Participates in the development and annual review of policies of the Pastoral Care Department of the facilities, should this be in place at the facilities.
- Assists in establishing and monitoring quality control assurances.
- Participates in workshops, clinics, and conferences that will contribute to proficiency in and professional development in providing spiritual health care services.
- Participates in annual performance review with Director of health Services and the Spiritual Advisory Committee.
- Provides a listening ear to the facility staff and foster positive morale in the workplace.
- Participates according to the terms of reference of the ethics committee and conflict of interest policies of Southern Health-Santé Sud.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Statement - Priority of Service

The chaplain shall perform the above duties in keeping with the following priorities:

1. Priority #1: Direct patient/resident/staff care as follows:
 - a) Long Term Care.
 - b) Acute Palliative Care (Medicine Unit, Emergency Department)
 - *Long Term Care/Acute (80% of the time-approximately 4 days per week split as needed between both wards).*
 - c) The Apartments at Gardens on Tenth (*20% of the time- approximately 1 day per week*).
 - c) Staff Support.
 - d) Daytime On-call Emergency.

2. Priority #2: Administrative and educational responsibilities:
 - a) Administration
 - i. Record keeping as position requires.
 - ii. Report writing as position required.
 - iii. Plans and sets goals related to spiritual health care services.
 - iv. Participates in facility and regional initiatives and committees as required.
 - v. Reports to Spiritual Care Advisory Committee - minimum 2x per year.

 - b) Collaborates with Therapeutic Recreation Department in planning and coordinating spiritual care events.

- c) Provides spiritual care workshops, in-services, etc as approved by Supervisor.
- d) Participates in ethics education as requested in compliance with regional policy
ORG.1810.PL005.

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

1. Submits a monthly statistical report, an annual report for program performance measurement and planning..
2. The Director of Health Services provides final feedback and supports a next step compensation recommendation with favorable outcome if appropriate/available.
3. Participates in scheduled meetings of the applicable ministerial association upon invitation. (Ex: Morden and Winkler Church Services Association).
4. Participates in team meetings at AHC as required to meet the team and facility needs.
5. 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 a recognized College/University program with a degree in a related field.
- Graduate of a recognized Theological Seminary with a master's degree preferred.
- Minimum of 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.
- Endorsed (credential, ordained) by denomination for ministry.

KNOWLEDGE REQUIRED:

- Demonstrated understanding and experienced in the cycle of human life with a mature approach to enhancing the dignity and welfare of others during whatever stage of life they may be at.

EXPERIENCE REQUIRED:

- Minimum two (2) years' directly related experience providing spiritual care services in an institutional setting, educational, or government funded facility is required.
- Previous experience providing multiple faith programs in a related environment required.
- Work experience in counselling and/or training in gerontology.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work impartially with people who follow a variety of religious, faith, and spiritual traditions is required in order to try and provide faith based information needed as requested.

- Demonstrated ability to work effectively and remain calm with patients/residents, patient's/resident's family member(s), staff, physicians, and community clergy during emotionally tense situations is required.
 - Demonstrated commitment to discretion and confidentiality in all matters related to the work done at all sites.
 - Ability 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 respect and promote a culturally diverse population is required.
 - 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.
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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.
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SALARY SCALE:

Confidential

Spiritual Care Coordinator hourly pay rate will 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. The Spiritual Care Advisory Committee generously pays for salary and benefits.

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.