

Job Description (Nov '08)

| | |
|---|-----------------------------|
| Job Title: Chaplain | Department: Clinical |
| Reports To: Director of Nursing | Hours: 37.5 per week |
| Main Purpose of the Job: | |
| To provide spiritual and pastoral care to all encompassed by the daily work of the hospice and its trading company. | |
| Key Accountabilities: | |
| <ol style="list-style-type: none"> 1. Support the Director of Nursing and MDT in providing a Chaplaincy Service, ensuring the Hospice meets statutory, HCC, H&S, and good practice requirements, and in accordance with AHPCC Chaplaincy Standards. 2. Be visible and available to clinical staff, patients and carers, regularly participate in the daily clinical/weekly MDT update meetings, and ensure the appropriate recording of spiritual support needs in patients' clinical notes. 3. Be able to respond flexibly to the needs of the service outside the normal working day and, when not available, to ensure cover is provided by other ministers. 4. Provide regular opportunities for worship (prayer, holy communion etc.) within the Hospice, and maintain a designated Chapel/Quiet Room for private prayer or reflection. 5. Advise patients and their families on 'occasional' services (funerals, weddings etc) and facilitate them when requested. 6. Support the Bereavement Service Co-ordinator, be actively involved in Hospice Bereavement work, and facilitate regular memorial services. 7. Contribute to the induction and education programmes of staff and volunteers, share knowledge and experience with colleagues, facilitate student placements, and advise the Hospice regarding useful resources and library acquisitions. 8. Represent the Hospice and/or the chaplaincy at external events, maintaining the Hospice profile amongst churches and other community organisations. 9. Maintain a network of support for self through membership of a professional chaplaincy body, accountability to one's denomination, and participation in the life of local churches and in the Hospice's Supervision scheme. 10. Contribute to the Hospice Strategic Plan, developing and driving a functional plan. Evaluate performance of the chaplaincy services in order to further develop and improve its operational efficiency. | |

Acronyms

| | |
|-------|--|
| AHPCC | Association of Hospice and Palliative Care Chaplains |
| H&S | Health and safety |
| HCC | Healthcare Chaplaincies Council |
| MDT | Multi-disciplinary team |
| Staff | Includes volunteers |

Employee's Name (Please print) and signature

Date of Issue: ...11 July 2006...

Employee Specification Matching Form

| | Factor | Requirement | | |
|----|---|--|--|--|
| 1 | Communication & Relationship Skills | Communicate, both verbally and in writing, in a concise manner, highly contentious, complex and sensitive information, being persuasive and motivating. Decide who needs to know information. Be confident in addressing public gatherings and interest groups. | | |
| 2 | Knowledge, Training & Experience | Be educated to 1 st degree level or equivalent. Demonstrate a breadth of knowledge, sensitivity and creativity in spiritual/religious/liturgical issues. Identify ongoing development needs. | | |
| 3 | Analytical & Judgmental Skills | Manage chaplaincy service. Interpret and deal with highly complex, sophisticated facts and relationships. Make decisions both immediate and strategic. | | |
| 4 | Planning & Organising Skills | Organise and prioritise a broad range of complex activities, managing frequent interruptions and referrals. Frequently work to a deadline. | | |
| 5 | Physical Skills | Possess competent keyboard skills. Be able to drive (or cycle) on company business. | | |
| 6 | Responsibility for patient or client care | Be directly accountable for providing spiritual and pastoral care to patients, carers and staff, in a wide range of highly emotional and complex circumstances | | |
| 7 | Responsibility for Policy/Service Development | Provide input to Strategic Plan, Business Plans & policies. Be responsible for formulation and implementation of policy for a discrete service. | | |
| 8 | Responsibility for Financial & Physical Resources | Handle cash and donations and be responsible for limited purchasing. Maintain and manage own office environment and chapel. | | |
| 9 | Responsibility for Human Resources | Be responsible for a single department. Support Bereavement Service. Be available for staff and volunteer support at all times. Be responsible for own professional/personal development, training and promotion of supervision. Participate in staff induction and develop and deliver MDT training programmes. | | |
| 10 | Responsibility for Information Resources | Contribute to patient & hospice records, written & electronic. Maintain confidentiality, controlling sensitive information with a 'need to know' style. | | |
| 11 | Responsibility for Research & Development | Be an expert professional resource for the Hospice. Conduct audits for aspects of Chaplaincy service. Monitor views and responses of service users to promote the development of the service. | | |
| 12 | Freedom to Act | Manage with large degree of freedom and autonomy whilst complying with professional standards and internal policies & procedures. | | |
| 13 | Physical Effort | Drive (or cycle) anywhere within Hospice catchment. | | |
| 14 | Mental Effort | Concentrate, often intensely, for long periods. Switch quickly and frequently between people and circumstances. Write or speak with clarity, sensitivity and diplomacy. Work with high level of responsibility with an unpredictable workload. | | |
| 15 | Emotional Effort | Be capable of working effectively in often highly-charged and unpredictable, complex, emotional and distressing patient and staff situations. Identify and manage one's own emotions and responses. | | |
| 16 | Working Conditions | Have own office with a comfortable and safe workstation, and facilitating confidential support of patients, carers and staff. Adhere to Lone Worker Policy. Identify risks within community environment, i.e. clients' homes. | | |