

## **JOB DESCRIPTION**

Amended 2011

**Job Title:** Chaplain  
**Accountable to:** Medical Director  
**Responsible for:** Spiritual and Pastoral Care

### **Overall Purpose:**

To work as a member of the multi-disciplinary team, offering spiritual care to Hospice patients and their families in the In-patient Unit, Day Therapy Centre and in the Community and also to Hospice staff and volunteers as requested. To take the lead in providing training in spiritual care.

### **Main Duties of Post:**

#### **Clinical:**

1. To work as part of the In-Patient Unit to provide spiritual care support to patients and families in the IPU and be available to meet their spiritual care needs.
2. To work as part of the Day Therapy Centre Team to provide spiritual care support to patients and families by spending regular time in DTC.
3. To visit patients with spiritual care needs in the community as requested by the Counselling Support Service or Clinical Nurse Specialists.
4. To liaise regularly with other members of the multi-disciplinary team including attendance at Multi-Disciplinary Team meetings whenever possible.
5. To plan and conduct funeral services and memorial services as requested by patients and families of patients.
6. To organise worship, prayers or Holy Communion as requested by patients or staff including a monthly Sunday Service.

#### **Spiritual Support:**

7. To manage the use of the Hospice Quiet Room/Chapel, being aware of multi-faith issues.
8. To organise and give leadership to Hospice Remembrance Services in the Quiet Room/Chapel and annually at the Parish Church.
9. To give spiritual leadership to Hospice 'Light up a Life' Services, organised by the Fundraising Department, throughout the catchment area.

10. To offer spiritual care and support to individual staff members as requested, and act as a reference point for information across a spectrum of cultural, spiritual and religious issues.
11. To build relationships with clergy and leaders of other faiths in the Hospice catchment area and to speak at their services or meetings occasionally as time permits.
12. To liaise with other hospice Chaplains in the local area network.

**Education:**

13. To attend regular supervision and reflective practice sessions with another Senior Hospice Chaplain.
14. To be available to the Education Department to help in the Education Programme as requested and to develop courses for Hospice staff, volunteers, clergy and outside health professionals.

**Managerial:**

15. To manage a team of Volunteer Chaplains who also provide spiritual care support to Day Therapy patients.
16. To manage the budget for Chaplaincy and Pastoral Care.
17. To keep records and statistics as required in accordance with Hospice policies.

**General Responsibilities:**

18. To undertake mandatory training as required by the Hospice and participate in appropriate education, learning and development as advised by UK Board of Healthcare Chaplaincy.
19. Maintain confidentiality of all information acquired especially with regard to patients, carers, staff and volunteers.
20. To undertake an appraisal annually and, through self-development, continuously update and improve knowledge and competencies.
21. To be a co-operative and supportive member of the Hospice staff team, ensuring that their line manager is aware of any issues in the post holder's workload, which may affect other members of the Hospice team.
22. To respect and guide all volunteers utilised in your area and to develop effective working relationships including, when requested by management, providing regular feedback on their performance.
23. To take responsibility for being up to date with current policies and procedures and to adhere to these.

24. To co-operate fully in the introduction of any new technology and new methods of working as appropriate. To strive to have a high level of IT literacy.
25. To promote at all times the Hospice philosophy and uphold its core values.
26. Any other duties that may be reasonably requested.

Working hours: Thirty-seven and a half hours, worked flexibly according to the needs of the job. Within reason the Chaplain is available on-call outside of normal working hours. Fundraising:

This Hospice is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

**THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND IS SUBJECT TO REVIEW IN CONJUNCTION WITH THE POST HOLDER AND ACCORDING TO FUTURE CHANGES/DEVELOPMENTS IN THE SERVICE.**