

**Reports To:** Team Leader**FLSA Status:** ☐ Exempt; ☐ Nonexempt☐ **Full Time;** or ☐ **Part-time****PTO:** ☐ Level I ☐ Level II ☐ Level III

I. Position Summary

Responsible for providing spiritual care to hospice patients and families according to their traditions, preferences, and goals for comfort and peace in the end stages of life.

II. Essential Duties and Responsibilities

- a) Assess and monitor spiritual needs of patients and families; develop and implement plan of care with the Interdisciplinary team.
- b) Provide supportive counseling to address patients' and families' spiritual and existential concerns;
- c) Provide/arrange for services to meet religious and ritual needs and requests of patients and families according to their preferences
- d) Network and collaborate with and educate staff and community, as needed;
- e) Participate in 24-hour coverage of spiritual care services, as needed;
- f) Support and maintain regulatory compliance;
- g) Maintain timely and appropriate records/documents per Hospice policies and procedures;
- h) Maintain/enhance professional skills and requirements including education and training;
- i) Perform other tasks and duties as assigned;
- j) Take initiative as needed or when the opportunity arises;
- k) Travel as required.

III. Formal Education Requirements

At least a Bachelor's Degree, or equivalent in Theology, Counseling/Pastoral Counseling, or relevant field. A Master's Degree is preferred.

IV. Formal Experience Requirements

At least one (1) year experience in visitation and ritual ministry. Experience equivalent of Clinical Pastoral Education is one (1) year of clinical or counseling experience is preferred.

V. Skills and Abilities (Competencies)

Certificates and Licenses

Must possess:

- Ordination or endorsement for Chaplaincy by a recognized religious body, or equivalent;
- Valid Driver license and current auto insurance.

Job Specific Competencies

- 1. Discern, Identify, and Understand Spiritual and Religious History, Resources and Care Needs.**
- 2. Provide Appropriate and Culturally Sensitive Spiritual Care**
- 3. Provide for Appropriate Religious Care**
- 4. Provide Spiritual Counseling**
- 5. Collaborate as a Member of an Interdisciplinary Team**
- 6. Provide Leadership in Ethical Decision-making**
- 7. Advocate on Behalf of Patients and Families**
- 8. Facilitate Functional Relationships**
- 9. Provide Support to Staff**
- 10. Nurture the Organizational Soul**
- 11. Provide Education and Engage in Research**
- 12. Perform Administrative Duties**
- 13. Commit to Personal and Professional Integration**
- 14. Systems Thinking and Action**

Additional Skills/Abilities/Requirements

- Maintain ethical standards, confidentiality and professional conduct;
- Strong communication skills including listening, verbal and written;
- Ability to work in a team setting, collaborate with others and adapt to a changing environment, while balancing priorities;
- Adhere to mission, vision, values, operating principles and strategic priorities;
- Must be proficient with electronic medical records;
- Ability to complete daily documentation/timesheets, etc., and other work in a timely manner with limited supervision.

VI. Working Conditions and Environmental Hazards

This position works in contact with risks associated with blood-borne pathogens and needle sticks. Care must be taken to follow all health and safety requirements.

VII. Physical Requirements

Position requires a moderate to high-level level of independent judgment in performing responsibilities.

VIII. Contacts

Internal:

Team Leader, Vice President of Clinical Services, inter-disciplinary team members, office staff, Hospice Medical Director, Hospice Physicians, and Nurse Practitioners.

External:

Patients and families, Healthcare (Hospital/Nursing Home, etc.) facility staff, and educational/community resources.

IX. Supervision and Guidance

There are no direct-reports to this position.

X. Approvals

Approved by President/CEO

Date

Approved by Supervisor

Date

Supervisor Title

XI. Receipt and Acknowledgment

I have read the Job Description for Pastoral Care Provider and understand the responsibilities and expectations of the position, and agree to perform these duties and expectations. If I have any questions, I will ask my Manager.

Print Employee Name

Employee Signature

Date