

Sample Position Description Director of Pastoral Care and Education

Summary of Position

The Director of Pastoral Care and Education is both the director of the Pastoral Care Department and actively involved in the supervision of clinical pastoral education. As the Director of Pastoral Care, s/he is responsible for managing the Pastoral Care Department. S/he oversees and ensures the provision of pastoral care to patients/residents, their loved ones, and, as appropriate, to staff. S/he oversees and ensures the provision of education and training as appropriate for the institution. S/he communicates and provides liaison with the religious community and administers the Pastoral Care Department. S/he participates in the institution's management structure. As the supervisor of CPE, s/he is responsible to conduct programs of Clinical Pastoral Education under the standards of the Association for Clinical Pastoral Education (ACPE). S/he develops curriculum, supervises student's clinical work, provides educational opportunities, and evaluates students. S/he cooperates with other supervisors in the planning and administration of the overall training program at the institution.. The Director of Pastoral Care and Education reports to the [insert appropriate title].

Principal Duties and Responsibilities

1. Ensure the delivery of a complete program of pastoral care to patients/residents, their loved ones and staff of all faith traditions.
 - Actively participate in the delivery of pastoral care.
 - Ensure that all requests for pastoral care are responded to in a timely manner.
 - Ensure that appropriate worship opportunities are provided.
 - Ensure that ritual and sacramental needs are met.
2. Supervise and facilitate the work of those delivering pastoral care including employees of the institution and chaplains appointed to the Pastoral Care Department by the faith communities.
 - Provide orientation and training according to institutional and JCAHO standards.
 - Conduct yearly performance reviews as appropriate.
 - Monitor days away and ensure adequate staffing
 - Participate as appropriate in hiring and disciplinary processes.
3. Coordinate clergy, pastoral visitors, and volunteers from the religious community.
 - Orient to policies and procedures that affect their visiting.
 - Provide resources including patient lists according to institutional policy.
 - Provide liaison with institutional personnel.
4. Support an interdisciplinary approach to pastoral care.

- Provide liaison to other departments such as social work, volunteers, etc.
 - Provide orientation to pastoral care to other department as invited.
 - Serve on institutional committees such as ethics and Institutional Review Board as appointed.
 - Promote an interdisciplinary approach to pastoral care among all chaplains.
5. Oversee the use and maintenance of the pastoral care offices and chapel.
- Provide proper office supplies, ritual items and religious literature.
 - Provide for the maintenance of office equipment.
 - Oversee the scheduling of the chapel.
6. Develop and maintain proper administration procedures for the department in accordance with institutional policy.
- Develop and maintain procedure to keep records of pastoral activity to communicate with the other members of the department and report to the department/institution.
 - Develop and administer the department's plan for continuous quality improvement.
7. Conduct programs of CPE training according to ACPE standards.
- Respect and protect student's right to have a quality CPE center and to have excellent supervision.
 - Conduct timely admissions interviews, communicate admission decisions, and handle application materials in a professional manner.
 - Design curriculum for student-centered learning.
 - Assign, review, and comment on students' written materials in a timely manner.
 - Evaluate the students' personal and professional functioning, write an evaluative report in accord with ACPE standards, and complete ACPE registration forms for students who complete their program.
 - In consultation with the chair, facilitate and attend meetings of the Pastoral Care and Education Advisory Committee to inform members of the educational activities and receive advice about maintaining standards of excellence in the CPE program.
8. Contribute to the wider community through publication, teaching, and research.
- Author or co-author materials relevant to spiritual care and pastoral education.
 - Participate in teaching lecturing on a regular or periodic basis as invited.
 - Participate in research relevant to the field.
9. Participate in programs and administrative activities of the institution.
- Participate in monthly staff meetings.
 - Participate in regular professional development activities and supervision.

- Participate in periodic planning meetings for department directors.
- Participate in the planning and administration of the overall training program.

Qualifications

Must be certified as a Supervisor or Associate Supervisor by the Association for Clinical Pastoral Education and remain in good standing with that organization.*

Working Conditions

1. Some direct contact with patients with communicable diseases using accepted universal precautions.
2. Substantial time spent with students, staff, patients and their loved ones requiring a high degree of emotional energy and mental alertness.
3. Must have the mobility through the health institution's facilities which are handicapped accessible.
4. Must have ability to handle student stress associated with the intense educational experience and to handle stress associated with ministering to patients and their loved ones who experience pain, suffering, death, and grief.

* This certification requires a college degree, a master's level theological degree or equivalent, several years of clinical training in chaplaincy and chaplaincy supervision, ordination or commissioning for ministry by a recognized religious group, a current endorsement for chaplaincy by a recognized religious group, and appearance before a national certifying commission for assessment of competency.