

**Sample Position Description**  
**Director of Pastoral Care and Education (non-CPE Supervisor)**

Summary of Position

The Director of Pastoral Care and Education is responsible for managing the Pastoral Care Department. S/he oversees and ensures the provision of pastoral care to patient/residents, their loved ones, and, as appropriate, to staff. S/he oversees and ensures 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. The Director of Pastoral Care and 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 departments 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 procedures to keep records of pastoral activity to communicate with other members of the department and report to the department/institution.
  - Develop and administer the department's plan for continuous quality improvement.
  
7. In consultation with clinical pastoral education supervisor, administer departmental education program.
  - Respect and protect student's rights to have a quality CPE center and to have excellent supervision.
  - Participate in student selection as appropriate.
  - Ensure that students are properly oriented and comply with hospital policy.
  - Assist with integration of students into clinical placements.
  - Assist with the implementation of the training curriculum.
  
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.

#### Qualifications

Must be certified by and in good standing with the Association of Professional Chaplains, The National Association of Catholic Chaplains, or the National Association of Jewish Chaplains. \*

#### 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 mobility through the health institution's facilities which are handicapped accessible.

\* This certification requires a college degree, a master's level theological degree or equivalent, clinical training in chaplaincy, 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.