

JOB DESCRIPTION

JOB TITLE: Chaplain

FLSA: Exempt

DEPARTMENT: Pastoral Services

DATE PREPARED: 9/5/01

BBP: II

JOB CLASS: 3003

APPROVALS:
DEPARTMENT HEAD: _____ DATE: _____
HUMAN RESOURCES: _____ DATE: _____

I. GENERAL SUMMARY: (A *brief 1-2 sentence statement* of the reason the job exists)

Reporting to the Director of Pastoral Services with accountability to the team facilitator and team, assists with faith issues in the healing process. Provides crisis intervention, visits with patients, families and staff making spiritual assessments.

II. REPRESENTATIVE FUNCTIONS: (5 - 8 major responsibilities *regularly performed*, listed *in order of time spent*).

1. Assess patient and family spiritual needs and assists families in using their faith in dealing with illness, trauma, and stress; visits newly admitted patients and patients with special requests in assigned area; visits critical care waiting areas each day; follows up with patients from previous visits when appropriate. Provides crisis intervention as necessary; responds to all Code Blue and Trauma Alerts; assists in helping families remain informed of patient's condition. Documents patient and family service provided.
2. Demonstrates the knowledge and skills necessary to provide a safe environment and communicate effectively with all age groups of patients served by the Pastoral Services Department.
3. Completes decedent care protocol; assists family to use their faith system in coping with death; provides support to the family as appropriate when they view body; assists family in completing all necessary paperwork i.e. death certificate, funeral home release, etc. Supports staff in dealing with their emotion in loss of a patient.
4. Educates patients and family regarding Advanced Directives; advises patients on understanding documents related to their healthcare i.e. Living Wills, Power of Attorney.
5. Maintains a working relationship between the department of Pastoral Services and medical staff, nursing staff, and other departments.
6. Provides pastoral services in such a way as to accomplish the institutional, as well as the departmental objectives. Functions in such a manner that reflects the mission and vision of the institution.

7. Adheres to all Hospital standards, policies, and procedures. Adheres to the code of ethics of the Association of Professional Chaplains

III. SPECIAL SKILLS AND ABILITIES REQUIRED: (Describe any specialized technical, professional or organizational skills required).

1. The interpersonal skills needed to work with distressed and anxious patients, families, and employees.
2. The analytical ability to assess patients' spiritual needs and sense of well-being and find appropriate solutions to patient problems.
3. An empathy for the problems experienced by patients and families; commitment to help the distressed.
4. The communication skills necessary to counsel patients, families, and employees.

IV. KNOWLEDGE, PRACTICAL EXPERIENCE AND LICENSURE/REGISTRATION REQUIRED: (***Minimum required*** to perform the job).

1. The level of knowledge acquired through the completion of a Master of Divinity degree, Master of Arts in Religion, or Master of Pastoral Counseling from an accredited school of theology or Ordination.
2. Certification by the Association of Professional Chaplains or National Association of Catholic Chaplains, or certification eligibility and must obtain certification within two years.

V. PHYSICAL REQUIREMENTS: (Describe any ***sustained physical or mental efforts*** required of the job).

1. Requires light physical effort. May require periods of standing or walking. May require frequent lifting or moving of light weight material, or rarely lifting or moving of heavy weight material.
2. Flow of work and character of duties involve part normal and part concentrated attention.

VI. WORKING CONDITIONS: (Describe any ***unfavorable*** working conditions or hazards).

1. Conditions are acceptable. At least one disagreeable element or hazard is occasionally present in the environment, i.e. infectious diseases. Probability of injury is unlikely.

The above statements are intended to describe the general nature and level of the work being performed by people assigned this job. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with it.

Reviewed/No Revision Necessary _____
Department Head Date

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