

Sample Position Description Staff Chaplain

Summary of Position

The Staff Chaplain is responsible for the delivery of pastoral care to patients, their loved ones, and, as appropriate, staff. S/he will have responsibility to ensure that religious and spiritual needs of patients and their loved ones are met in areas to which s/he is assigned. The Staff Chaplain will report to the [insert appropriate title].

Principal Duties and Responsibilities

1. Participate in delivering and arranging for appropriate pastoral care to patients/residents, their loved ones and staff in specific areas of the institution or to particular faith groups as assigned.
 - Actively participate in the delivery of pastoral care.
 - Respond to requests for pastoral care in a timely manner.
 - Participate in the offering of worship opportunities.
 - Participate in the meeting ritual and sacramental needs.
2. Support an interdisciplinary approach to pastoral care.
 - Participate in team meetings and rounds.
 - Serve on institutional committees as appointed.
 - Promote an interdisciplinary approach to pastoral care among all chaplains.
3. Participate in maintenance of proper administrative procedures for the department in accordance with institutional policy.
 - Assist in the coordination of clergy and pastoral visitors from the religious community.
 - Keep records of pastoral activity to communicate with other members of the department and report to department/institution.
 - Participate in the department's plan for continuous quality improvement.
4. Contribute to the wider community through publication, teaching, and research.
 - Author and 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.
5. Participate in programs and administrative activities of the institution.
 - Participate in monthly staff meetings.
 - Participate in regular professional development activities and supervision.

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.