

Sample Position Description Supervisor of Clinical Pastoral Education

Summary of Position

The Supervisor of Clinical Pastoral Education 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 students' clinical work, provides educational opportunities, and evaluates students. S/he takes responsibility, in consultation with the Director of Pastoral Care, for delivery of pastoral care services as assigned. S/he cooperates with other supervisors in the planning and administration of the overall training program at The Chaplaincy. The Supervisor of Clinical Pastoral Education reports to the [insert appropriate title].

Principal Duties and Responsibilities

1. Conduct programs of CPE training according to ACPE standards.
 - Respect and protect student's rights 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 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.
2. Collaborate with the institution's Director of Pastoral Care & Education or other designated administrator to provide pastoral care coverage and participate in other pastoral care programs as assigned.
 - Actively participate in the delivery of pastoral care.
 - Actively participate in other pastoral care programs as assigned.
3. Support an interdisciplinary approach to pastoral care.
 - Participate in team meeting and rounds
 - Serve on institutional committees as appointed.
 - Promote an interdisciplinary approach to pastoral care among all chaplains.
4. Participate in maintenance of proper administration 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 the department/institution.
 - Participate in the department's plan for continuous quality improvement.
5. 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.
 6. Participate in programs and administrative activities of the institution.
 - Participate in monthly staff meetings.
 - Participate in regular professional development activities and supervision.
 - 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 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.