

POSITION DESCRIPTION: Hospital Chaplain

REPORTS TO: Director Pastoral Ministries	GRADE: 5
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>In 1992-93, the diocesan community resolved to embrace and promote Vatican II's understanding of the Church's mission contained in the following:</p> <p><i>The Church, because it is the People of God and the Body of Christ enlivened by his Spirit, is called to be a sign and instrument of communion with God and of unity among all people (LG1). The Church exists to promote the Kingdom of God on earth (LG5). This it does by proclaiming Christ – the Good News of God's love for all people – and by working in the world for justice, peace and reconciliation. We are called to live out the commandment of Jesus: 'Love one another as I have loved you' (Jn 15:12).</i></p>	
<p>PRIMARY PURPOSE</p> <p>The purpose of this position is to provide Chaplaincy and Pastoral Care services to the patients, their families and staff at the John Hunter Hospital and other health facilities that exist on that site.</p> <p>The Catholic Chaplain will provide spiritual care and emotional support to patients, their families and staff in hospitals and healthcare institutions on behalf of the faith community.</p> <p>This position also plays an important role in enabling people to give expression to their faith; bringing reconciliation between people and with God; supporting those in suffering and crisis; helping struggling people find purpose and meaning, valuing and giving direction, hope and peace by bringing a theological perspective to the hospital's philosophy and duty of care.</p> <p>As part of a multidisciplinary team, accredited chaplains work collaboratively to bring spiritual care that may contribute to the care and healing of patients.</p> <p>The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	

KEY ACCOUNTABILITIES	
KEY PERFORMANCE AREA	KEY TASKS
Spiritual, Pastoral and Religious Care	<ul style="list-style-type: none"> • Visit patients and their families providing pastoral, spiritual and religious care • Be available for emergency calls • Provide appropriate rites and rituals, especially for those suffering from serious illnesses or when death has occurred or is anticipated • Be sensitive to the sacramental needs • Support staff in the ongoing care of patients and their families
Team Work	<ul style="list-style-type: none"> • Meet, liaise, collaborate with other chaplains and pastoral care workers on a regular basis • Work with other chaplains to cover hospital wards • Negotiate with hospital staff • Follow hospital protocols
Communication	<ul style="list-style-type: none"> • Communicate effectively with members of the hospital, chaplaincy team, hospital staff, patients and their families • Upload clinical notes with significant pastoral and spiritual care interventions • Communicate respectfully with the members of the chaplaincy team • Assess the patient's needs and contact the on-call priests when required • Inform management or staff of any issues or concerns regarding patients or staff
Training and Development	<ul style="list-style-type: none"> • Participate in ongoing training and development • Attend supervision sessions, performance reviews, annual retreats and other development opportunities

QUALIFICATIONS

Essential

- Background in health, theology or equivalent. Units in CPE (Clinical Pastoral Education) are essential.
- Current Class C Driver's Licence
- Successful applicants must provide successful clearances in regard to Working with Children and Criminal background checks

Desirable

- Current Senior First Aid Certificate

SKILLS AND EXPERIENCE

- Sound knowledge of the Catholic Faith
- Professional background in health or other related profession
- Organise worship services and the celebration of sacraments
- Work in a team and to work ecumenically
- Basic understanding of and be conversant with the needs and practices of other faith traditions.
- Relate well to patients, their families and staff and to provide them with pastoral care
- Assist patients, their families and staff in their personal growth and ability to cope effectively with their situation, particularly in times of grief and loss
- Strengthen the sense of community within the hospitals
- Honour the ethic of confidentiality
- Abide by the "Guidelines" and "Code of Conduct for the hospital"

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Director Pastoral Ministries	Parish Priests and Parish Leaders
Co-ordinator Hospital Chaplaincy	Other Hospital Chaplains
	Director of Nursing
	The Community

SUCCESSION PLANNING

Positions which could succeed to this role Hospital Chaplain:

- Parish Pastoral Associate
- Health Professional

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Supervisor:

Position Description Last Reviewed

Next Review is due on