POSITION: CHAPLAIN

POSITION SUMMARY:

QUALIFICATIONS:
• Ordained and endorsed minister, priest, rabbi or a member of a religious order preferred or lay person with certified training in pastoral care.
• Personal/professional experience working with death and dying
• Familiar/comfortable working with varied spiritual/religious practices

RESPONSIBILITIES:
• To represent a spiritual presence and connection with the religious/spiritual roots of the hospice movement.
• To provide a constant reminder to hospice workers that beyond the physical and emotional support we give, our patients may desire to have spiritual resources of their choosing.
• To be a spiritual resource to team members and assist them in their growth or in dealing with their grief.
• To document the patient/family’s religious/spiritual needs and resources on the intake/assessment form and to complete progress notes in the patient’s chart following each contact.
• To raise, when appropriate in a patient care conference, the possibility of spiritual needs of the patient and family and to report interventions.
• To provide, when invited, direct spiritual counsel, prayer and sacraments to patients and their families.
• To interface with the patient/families’ own clergyman, rabbi or their own congregation, if requested.
• To provide encouragement to patients and families to make arrangements in advance regarding the funeral, wills, requests, obituaries and interment, and to be available to officiate at funeral services if requested.
• To be present at time of death, if requested.
• To provide literature and spiritual resources that may be of assistance to patients and families.
• To complete Bereavement Risk Assessments according to procedural guidelines.
• To attend scheduled patient care conferences, Quality Improvement Meetings; staff meetings and all other applicable meetings and inservices.
• To recruit and supervise volunteer chaplains.
• To participate in the patient/family problem-oriented care plan.
• Offer a spiritual opening at the beginning of patient care conference.
• To attend required agency events such as Volunteer Recognition, Hakone Gardens, Christmas Open house.
• Weddings, funeral and sacraments that are not directly related to HOV patient/family care will be done at Chaplain’s discretion on Chaplain’s own time and not under the auspices of Hospice.
• The Chaplain is required to provide point of service electronic charting and documentation at time of patient visit or admission. Ability to operate a computer and / or a tablet PC, and proficiency with Windows-based software programs, is required.

SUPERVISION: Works under the supervision of the Director of Social Services and Counseling

Reviewed and in agreement:

Employee Signature ___________________________   Date ___________________________

Director of Social Services and Counseling ___________________________   Date ___________________________