



## Position Description

Position Title:	<b>Chaplain</b>		
Department:	<b>Spiritual Care &amp; Education</b>	Reports To:	<b>Director of Spiritual Care &amp; Education</b>
Classification:	<b>Exempt</b>	Revision Date:	<b>March 2018</b>

## Position Overview

### **Chaplain:**

Under the general direction of the Director of Spiritual Care & Education, provides spiritual care through visits, facilitating small groups and worship leadership to residents, their families and staff at Havenwood Heritage Heights. Acts as liaison between Havenwood Heritage Heights and the wider community and provides support for educational activities of the Spiritual Care Department.

### **Compliance Statement:**

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

## Principle Duties and Responsibilities

### **Safety:**

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.

6. Complies with, support and enforce Havenwood Heritage Heights policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

**Chaplain:**

7. Provides interfaith spiritual care to residents, their families, and staff regardless of philosophical, religious or spiritual tradition. This includes individual spiritual care visits applying professional spiritual assessment & documentation, meeting facility standards, visiting residents when hospitalized or when recuperating in other facilities.
8. Develops and facilitates groups (i.e. spiritual, support, educational, seasonal) that meet the needs of residents and their families.
9. Responds in a timely manner to referrals from staff, other residents, area clergy or others.
10. Participates in the Sunday Community Worship rotation. Develops and leads special services (i.e. Maundy Thursday, Good Friday, World Peace Day, Circle of Lights, Thanksgiving, Christmas, Easter, etc.) as assigned.
11. Develops and leads Community Celebration of Remembrance services and facilitate private Memorial Services, Burial Services, etc. when needed. Participates in bereavement work with family and residents as needed.
12. Assumes responsibility for communication with staff or local clergy, in a timely manner, on the spiritual needs of residents in their care prior to weekends and personal time off.
13. Collaborates with other departments in meeting the spiritual needs of residents, families, and staff. This includes providing support, spiritual care and educational in-services to staff and participating in interdisciplinary meetings.
14. Communicates and collaborates with area clergy, local hospice agencies, and resident's families to provide bereavement support and education and facilitate memorial/funeral service where appropriate.
15. Communicates financial obligations for maintenance of clergy standing, professional certification and educational opportunities to Director during budget preparation.
16. Works collegially with members of the Spiritual Care & Education Department to offer orientation and educational seminars to CPE interns upon request and at times mentors CPE interns when resident assignments overlap.
17. By request of the Director of Spiritual Care & Education, represents spiritual care by providing invocations and reporting to resident councils and orientation to new employees.

18. Participates in staff, chaplain and monthly supervisory meetings, represents department in HHH activities (New Resident Expo, Wellness Fair) and fulfills all mandatory trainings for HHH staff.
19. Maintains denominational standing, relationship & responsibilities with local spiritual community and denominational leadership for endorsement in this position.
20. Works collaboratively with the Director for on-call and daily coverage responsibilities to optimize the response to the spiritual needs of residents.
21. Due to the sensitive nature of the work, employees are held to a high standard of ethical behavior, professionalism, and confidentiality.

## Competencies

- Leadership
- Interpersonal, relational and emotional skills
- Presentation Skills
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills
- Communication proficiency
- Resident focus
- Discretion
- Business Acumen
- Cultural awareness
- Ethical practice
- Strategic thinking skills

## Qualifications and Skills

- Membership or eligibility for membership in a professional association of chaplains
- Minimum of 2 years' experience in ministry, in addition to CPE
- An active relationship with a faith community/denomination
- Ordination or commissioned ministry is required
- Minimum of 1 unit of CPE, 4 units preferred
- Master's level degree in the field of pastoral ministry, theology or pastoral counselling is preferred
- Experience in pastoral care and chaplaincy in a health care setting, preferable long term care

- Deep respect of the dignity, culture, faith and/or spiritual tradition of each individual
- Excellent communication and interpersonal skills and the ability to work collaboratively as part of an interdisciplinary team and affinity for working with older adults
- Self-motivated, independent, organized and able to prioritize work
- Flexibility in work hours, programs and services.
- Possess excellent interpersonal, organizational and planning skills
- Able to work effectively with staff, residents and the local community
- Manages time effectively and efficiently
- Strong work ethic and maintain a positive and proactive environment

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Required to sit regularly; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, talk and hear. Must have the ability to communicate through verbal and written word between themselves, staff, residents and visitors. Occasionally required to stand, stoop, kneel, or crouch. Ability to ambulate and move equipment, set up chairs and tables for in-services. Full range of motion to lift and move 25 lb.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Protection of HHH Assets and Resources**

Havenwood Heritage Heights assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without

permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

**Signature**

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_