

## Position Description

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| <b>Position Title:</b>                   | Healthcare Chaplain  |
| <b>Program/Section and/or Portfolio:</b> | Pastoral Care, Mission & Identity  |
| <b>Location:</b>                         | Northern Health – Northern Hospital Campus, Epping.                      |
| <b>Reports To:</b>                       | CatholicCare Victoria Senior Manager, Pastoral Care - Mission & Identity |

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families, and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

## About Healthcare Chaplaincy

Pastoral Care, Mission & Identity at CatholicCare Victoria manages and supports a variety of Chaplaincies and services across Hospitals, the Justice system (adult prisons and youth justice custodial centres), people living with HIV/AIDS, and in Clergy Health & Wellbeing.

## Position Summary

This position seeks to be an integral part of the Hospital's Spiritual Care Team, contributing to the high quality of pastoral care provision for patients, families and staff. The incumbent will be required to respond effectively to the diverse spiritual and religious needs of patients and families, particularly those who choose to be supported in their Catholic identify and faith journey throughout their hospitalisation.

## Key Result Areas and Responsibilities

To coordinate the provision of pastoral and sacramental care of patients who identify as Catholic, their families or significant others. This will include arranging for priestly ministry as required, in collaboration with the Health Services' Spiritual/Pastoral Care Lead.

This will involve:

- Pastoral care support of patients and their families.
- Liaising with parishes regarding provision of Communion Ministry by parish-based volunteers.
- Professional supervision and ongoing faith and professional development as directed.
- Participation in and contribution to the prayer and liturgical life of the hospital where appropriate.
- Being an educational resource within the hospital.
- Willingness to embrace and enact the policies and protocols of both CatholicCare and the Hospital.
- Work collaboratively with the hospital Pastoral Care Coordinator and other Spiritual Care colleagues.
- Undertaking other duties as negotiated with CatholicCare and the Hospital's Spiritual/Pastoral Care Lead, which may include providing for the pastoral needs of patients of other faiths as available. The incumbent should seek clarification from CatholicCare, in liaison with the Spiritual/Pastoral Care Lead, should clarification be needed.

The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

Managing multiple reporting responsibilities to CatholicCare Senior Manager Pastoral Care and the Hospital's Spiritual/Pastoral Care Lead.

### Position/s Reporting to Position:

N/A

### Authority:

The position works within the standards and procedures established by CatholicCare Victoria and the relevant Health Service.

## Stakeholder Relationships

### Internal Relationships:

- CatholicCare Victoria Senior Manger Pastoral Care, Mission & Identity
- Broader CCV Pastoral Care Team

### External Relationships:

- Patients, families and staff
- Health Service's Spiritual/Pastoral Care Lead
- Northern Health Pastoral Care Team and Multifaith Visitors
- Broader Catholic Team: Parish Priests, Parish Volunteer Ministers of Holy Communion and other Clergy providing on call services

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

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| Date of Position Description: | July 2022 | Position Description Template Version: | November 2021 |
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## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity, and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people, and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards*, and any other relevant standards and/or legislation.

### Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems, and initiatives, including reporting risks, incidents, and feedback in a timely and responsible manner.

### Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Code of Ethics and Conduct for CatholicCare Victoria.*
- information privacy and confidentiality.
- Equal Opportunity, anti-discrimination, and anti-bullying; and
- inclusion and diversity.

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## Key Requirements

### Qualifications and/or Training

1. A theology and pastoral care qualification at a graduate level and or equivalent.
2. At least two units of Clinical Pastoral Education (CPE) or equivalent supervised pastoral education.
3. Extensive work experience in healthcare, particularly in generalist acute as well as other specialist areas in Hospital settings, as a practitioner and preferably at a leadership level.

### Knowledge, Skills and Attributes

4. Ability to disseminate written information which respects confidentiality to enable effective clinical practice.
5. Ability to make a spiritual care assessment and ascertain the appropriate pastoral response.
6. Ability to work both collaboratively as part of a team and autonomously as required.
7. Demonstrated administration ability for accurate computer data entry with capacity to complete notes about the engagement of each patient as defined by the Hospital.
8. Demonstrated understanding of the philosophy of pastoral care and the ability to apply that philosophy in the provision of pastoral services which combines knowledge of faith development, grief theory and mental health issues.
9. Well-developed interpersonal skills to be able to relate well and work within a diverse range of circumstances with sensitivity to cultural and religious differences.
10. A strong commitment to the teachings and practices of the Catholic faith, particularly Catholic Social Teaching.

### Child Safety

11. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
12. Demonstrated knowledge and application of child safe legislation, principles, standards, and practices.
13. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## Other Requirements

- Current valid driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- NDIS Screening (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

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Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, a valid Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

## Signatures

This section is to be signed upon appointment:

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| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |

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