

Position Description

Position Title:	Pastoral Care Practitioner
Program/Section and/or Portfolio:	Prison Chaplaincy, Community Participation
Location:	Metropolitan Prisons
Reports To:	Senior Prison Chaplain, Prison Ministry
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 3</i>

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.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

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

Compassion	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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About Prison Chaplaincy

Pastoral Care Practitioners, visit men and women in prisons and correctional centre's across Victoria, offering personal, emotional, spiritual and sacramental support.

Our Pastoral Care Practitioners and Prison Chaplains listen, connect, and endeavour to understand and comfort people who may otherwise feel lost or abandoned.

Prison Ministry supports everyone regardless of faith or religious background and can also provide support to prisoners' family members and/or significant people in their lives.

Our ministry seeks to promote the development and understanding of Restorative Justice, which focuses on rehabilitation of offenders through reconciliation with themselves and the community at large.

Position Summary

The Pastoral Care Practitioner is an integral part of the pastoral care team, contributing to the high quality of pastoral care practice for prisoners, prisoners' families, ex-prisoners and staff within the Prison and correctional centres across Victoria. As the Pastoral Care Practitioner, you will be required to respond effectively to the diverse personal, spiritual and religious needs of the prisoners, the prisoners' families, ex-prisoners and staff.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Responsibilities
<ul style="list-style-type: none"> • Work as a member of the CatholicCare Victoria Chaplaincy Team • Provide spiritual and pastoral care to prisoners and their families and staff when requested • Attending to religious services, including Special Services – Easter, Christmas, Memorial Services • Work as a member of the Multi faith Chaplaincy team to provide comprehensive chaplaincy service to all prisoners • Overseeing the Volunteer Program • Participation in ongoing Social Justice Programs and initiatives • Working in collaboration with key stakeholders • Maintaining quality, timely records as required

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

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general direction of the Senior Prison Chaplain.

Position/s Reporting to Position:

N/A

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Authority:

The position works within standards and procedures together with the established guidelines of CatholicCare Vic and Corrections Victoria/Private Providers.

Stakeholder Relationships

Internal Relationships:

Operates as part of a team working with Senior Manager, Pastoral Care, Mission & Identity, Senior Prison Chaplain, Chaplaincy Team Members, Volunteers, other CatholicCare Victoria colleagues.

External Relationships:

Networks include, but not limited to; Multi faith Chaplains, St. Vincent de Paul, VACRO, ACSO, Heads of Churches Chaplains' Advisory Committee, Groups within prison, Department of Justice, Corrections Victoria, and Victims of Crime.

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

Aboriginal and Torres Strait Islander Peoples

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.

Culturally and Linguistically Diverse People

The position is required to work with culturally and linguistically diverse people 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.

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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:

- *Employee code of conduct*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

An active member of the Catholic Church with a strong commitment to the Catholic ethos, especially Catholic Social Teaching

Qualifications and/or Training

1. Progress towards, or a demonstrated capacity to begin progressing towards, a theology and pastoral care qualification at a tertiary level, or other relevant qualification, which would need to have included studies in theology
2. At least one unit of Clinical Pastoral Education (CPE) or equivalent supervised pastoral education, or a demonstrated capacity to begin progress towards this.

Experience, Knowledge, Skills and Attributes

3. Ability to work effectively in, and contribute to, a positive and productive team environment
4. An ability to listen without judgement and provide spiritual and emotional support
5. Being a supportive and enabling presence
6. Liaising with other service providers
7. A well-developed sense of a personal, spiritual identity with the capacity to nourish self and others
8. A sense of self-awareness generating a capacity for empathy
9. Appropriate self-care and a sense of boundaries
10. An understanding of loss and grief issues
11. Ability to adapt to a different culture and to grow in jail culture awareness
12. Ability to empower others and to foster self-worth
13. Ability to disseminate written information which respects confidentiality to enable effective pastoral practice

Child Safety

14. 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.
15. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
16. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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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).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

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).

There will also be further Prison requirements, eg. security awareness, that will need to be undertaken by the successful applicant.

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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