

Position Description

Spiritual Care Coordinator – RAC and RL

February 2024



Baptcare is a purpose driven and faith-based organisation working across Victoria, Tasmania and South Australia, providing residential and community care for older people and support to children, families, and people with disability, financially disadvantaged people and people seeking asylum.

ROLE PURPOSE – Spiritual Care Coordinator – Residential Aged Care and Retirement Living.

The Spiritual Care Coordinator is responsible for the provision of high-quality spiritual for residents and their families; significant co-creative leadership with teams; effective recruitment, training and supervision of spiritual care volunteers; and in conjunction with managers, supports the co-ordination, resourcing and development of initiatives with staff that facilitate the integration of spiritual care across the organisation.

Position Specifications

Dimensions			
Division:	People, Culture and Safety	Reports to:	Spiritual Care Supervisor
Industrial Instrument	Common Law	Classification/Grade:	Mercer Grade 3
Primary Location/Region:	Various RAC & RL locations	Status:	Full Time, Part Time or Casual
Internal Stakeholders:	RCSM, Lifestyle & Volunteer coordinator, Clinical & Allied Health staff, Volunteers, Spiritual Care team.	External Stakeholders:	BUV churches, local faith communities, local volunteer networks.
Managers/Supervisors Only			
Direct Reports:	N/A	Team Salary Budget:	\$ N/A

Position Outline

Key Responsibility Areas
<p>1: Effective delivery of:</p> <p>Spiritual support</p> <ul style="list-style-type: none"> The provision of support to individuals through fully hearing the person's narrative and enabling conversation whereby spiritual wellbeing and healing is nurtured, and (where possible), practically supported, advocated or further resourced through appropriate referral. Personal or familial counsel, offering emotional/spiritual support, ethical consultation, religious counsel, spiritual review, death, dying and bereavement support, mental health support, development of coping strategies and improving resilience and guidance in matters of religious belief or spiritual practice. All care is offered in a manner consistent with the Aged Care Act (1997) and the Aged Care Quality Standards (2019) and principles of Trauma Informed Care. Uphold confidentiality and respect the privacy of residents, families and staff.

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Spiritual Care assessment

- Initial and subsequent appraisals, including a facilitative/in-depth review of a person's life journey attending to the spiritual wellbeing issues, needs and resources of a person.
- Ensures that all Cultural and Spiritual Care assessment plans are completed within the timeframe required for new residents. Completes annual or quarterly reviews of all assessment care plans as required by RCSM.

Spiritual education and training.

- Provide spiritual and/or pastoral care education and training to residents, families and staff. Education can be for those seeking greater understanding about spiritual and/or religious issues. Topics may include issues relating to life and death, transition and change, ethical issues, grief and loss, values and meaning.
- Access and distribute of resources that can directly assist individuals or small groups to optimise their psychological, emotional and spiritual wellbeing.
- Collaborate with RCSM to raise staff awareness to identify and support the spiritual well-being needs of residents as an essential aspect of the care provided.
- Recruit, train and supervise spiritual care volunteers as required (may be out of usual hours/on weekends).

Spiritual ritual and worship

- Co-ordinate informal and formal ritual/worship activities for individuals or groups. This may include private prayer, devotion, personal/family anointing services, blessing services and other sacramental/ritual expressions. Provide leadership for other public worship services, including weddings, funerals, memorial services, dedications, seasonal and occasional services.

2. Team Work

- Participate constructively and collaboratively in RAC leadership, supporting a respectful and transparent team culture.
- Establish and maintain trustworthy relationships with RAC staff to enable the provision of responsive care to residents.
- Following appropriate referral pathways and maintaining professional liaison with external service providers.
- Spiritual Care Volunteers are trained and recruited from local congregations and community groups.

3. Administration & documentation

- Complete all required documentation, statistics and reporting to a professional standard, as required by local site and Spiritual Care Leadership team.
- Support and complete required documentation for spiritual care volunteers.
- Maintains records relating to local support organisations, faith communities and other local spiritual care resources.

4. Professional Development

- Accepts responsibility for a commitment to personal/spiritual and professional development and accesses available support where appropriate.
- Participates regularly and openly in internal supervision/management meetings and external supervision.
- Ongoing education as negotiated in yearly review and planning with supervisor.
- Participates in opportunities to receive feedback from residents and staff about practice and service provided.
- Attendance at Spiritual Care Team Professional Development days.
- Completion of mandatory RAC specific training; in person and online.

5. Workplace Health & Safety

- Report WHS hazards, injuries and incidents (including near misses)
- Act responsibly to protect your safety and the safety of others
- Participate in and contribute to WHS improvement activities including inspections, audits and other view activities
- Ensure tools, equipment, PPE and clothing are in a safe condition before use and report/fix any defects as appropriate
- Actively participate in rehabilitation and return to work activities following any work-related injury
- Comply with responsibilities under the WHS Management System and any reasonable instructions, including during emergency situations
- Ensure any incidents you encounter are reported, supporting any investigations and supporting the implementation of preventative measures

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Key Performance Indicators

- Spiritual Care referrals and assessments are completed in a timely manner, recorded appropriately.
- All documentation completed to a professional standard and submitted to RCSM and Spiritual Care Supervisor.
- Provision of high-quality spiritual care service to all residents through regular visitation and referrals.
- Coordinate regular spiritual practices such as group worship, meditations and other support groups. Offer rituals to honour significant times of grief, loss and celebration.
- Strong co-creative leadership alongside RAC staff, as part of multi-disciplinary team. RAC staff demonstrate confidence in the Spiritual Care Coordinator to offer responsive resident care.
- Participation in internal and external supervision and attending Spiritual Care team professional development meetings.

Key Selection Criteria

- An active personal faith and involvement in a faith community/church or support network.
- Mature spiritual and pastoral formation and capacity to reflect theologically on experience.
- Highly developed listening and interpersonal skills, demonstrating an understanding of person-centred care.
- Understanding of and demonstrated ability to work sensitively with individuals and faith/community groups from diverse religious, spiritual and cultural traditions.
- Excellent written and oral communication skills, including the capacity to explain the practice and possibilities of spiritual care to people from varied backgrounds.
- Experience and/or special interest in working in dementia and palliative care contexts and with older people.
- Minimum 2 years' experience in providing pastoral/spiritual care to people outside a faith community.
- Experience in recruitment, training, ongoing management and supervision of volunteers.
- Demonstrated flexibility and ability to work independently, as well as part of an interdisciplinary team.
- Experience and skills in administrative duties, including data collection and reporting on outcomes.
- Competence in Microsoft Office and related software.
- Alignment and commitment to Baptcare's Mission, Vision and Values.

Employee Profile

Qualifications & Experience

Essential:	<ul style="list-style-type: none"> • 400 hours of reflective practice training e.g. 2 units of CPE/ STFE/ CCTC Intern Program or commitment to complete at own cost within first 12 months. • Qualifications in theology or spiritual care e.g. Bachelor or Diploma of Theology/ Ministry/ Chaplaincy.
Desirable:	<ul style="list-style-type: none"> • Membership of Spiritual Care Australia or other relevant professional association • Qualifications in Dementia, End-of-Life, Grief and Loss. • Qualifications in supervision eg. CPE Supervision / STFE/ • Tertiary or post-graduate studies in Theology or a related discipline.

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Background Checks, Licences and Accreditations

Essential	<ul style="list-style-type: none"> • Satisfactory National Crime Check, renewed every three (3) years • COVID-19 Vaccinations per Baptcare's Vaccination Policy • Driver's Licence and own reliable vehicle • Full and ongoing Right to Work in Australia • NDIS Check may be required • Working With Children's Check may be required
Desirable	<ul style="list-style-type: none"> • Influenza Vaccination

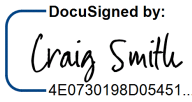

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DECLARATION			
Understanding and Acceptance	I have read and understand the Position Description and I understand and accept the accountabilities and requirements.		
Employee	Name:	eSignature:	Date:
Baptcare Representative	Name:	eSignature:	Date:

PEOPLE, CULTURE AND SAFETY USE ONLY		
For Common Law, this role has been assessed by Remuneration, Benefits and Systems	eSignature:  Name: Craig Smith	Date: 29 January 2024 5:04 PM AEDT
For roles covered by an industrial instrument (eg Vic EBA, SCHADS etc) this role has been assessed by the relevant P&C Manager	eSignature: Name:	Date:
This Position Description has been signed and approved by People and Culture	eSignature:  Name: Kate Harrap	Date: 29 January 2024 7:13 PM AEDT

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Mission Vision

Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Communities where every person is cherished.



Values

Our Mission & Vision are lived through our WE CARE Values.

We care about...

Our Customers

Our Team



Wellbeing

... you living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.

... strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.



Ethics

... being genuine with you, leading with integrity and fulfilling Baptcare's purpose in harmony with community expectations.

... being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.



Co-creating

... building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.

... building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.



Accountability

... fulfilling our commitments to you and accepting our responsibilities to continually improve.

... fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.



Respect

... understanding and embracing your individuality, standing up for your equality and protecting your dignity.

... treating one another as we like to be treated ourselves, by welcoming differences with an open mind and promoting equality and dignity.



Effectiveness

... being focused on achieving the best outcomes for you, with you.

... ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.



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