

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Pastoral Associate – Level 1</b>
<b>CLASSIFICATION:</b>	Level 4 SJGHC HSU Health Professionals, Administrative, Clerical and Technical Enterprise Agreement
<b>REPORTS TO:</b>	Manager / Coordinator Pastoral Services
<b>PERFORMANCE AND DEVELOPMENT PLAN:</b>	<i>Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.</i>

### **ST JOHN OF GOD HEALTH CARE MISSION AND VALUES**

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

#### **1. PURPOSE OF POSITION**

To work as a member of the Multidisciplinary team for the provision of holistic pastoral services to patients and clients.

#### **2. POSITION REQUIREMENTS**

##### **2.1 Mission**

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behavior

outlined in the SJGHC Code of Conduct document.

## **2.2 Pastoral Practice**

- Under the supervision of a Pastoral Practitioner, provide Pastoral care to Patients/Clients/Relatives in response to their specific needs, according to the identified ICD 10 Spiritual Care intervention codes.
- Document spiritual care interventions in the patient healthcare record and the Pastoral Services database.
- Contribute to the activity of the Multi-disciplinary teams in the assigned areas of work especially in relation to patient assessment and care planning, respecting diversity and difference to create a culture of care that nurtures healing and spiritual wellbeing.
- Facilitate referrals to Specialist support services such as Chaplains, faith groups and relevant Pastoral Services team members, as appropriate.

## **2.3 Religious Ministry, Worship and Liturgy**

- Assist with the provision of ritual, liturgy, prayer, reflections e.g. Memorial Services, Pregnancy Loss rituals, respecting others cultural and spiritual beliefs.
- Support the Catholic identity of SJGHC through offering access to sacraments for patients as appropriate.
- Assist with the maintenance of chapel, retreat, sacred space.

## **2.4 Departmental Responsibilities**

- In collaboration with Line Manager and other members of the Pastoral team take an active role in the Division's strategic vision for Pastoral Services.
- Be proactive in developing pastoral resources i.e. faith tradition resources, journals, music etc.

## **2.5 Professional Development**

- Participate in leadership development opportunities.
- Attend relevant training sessions offered by SJGHC.
- Complete in collaboration with your line manager, the Pastoral capabilities reflective journal.
- Recognise the need to continually develop skills and acquire additional knowledge appropriate to the position.
- Achieve essential and mandatory competencies and assume responsibility for record maintenance.
- Comply with minimum standard of professional development.
- Participate in professional clinical supervision.
- Comply with Pastoral Services minimum standard professional development.
- Adheres to Spiritual Care Australia :Code of conduct and Standards of Practice [www.spiritualcareaustralia.org.au](http://www.spiritualcareaustralia.org.au)

All other reasonable duties as directed by Line Manager.

## **3. Team Work**

- Participate as a valued team member promoting and contributing to a

supportive team environment.

#### **4. Communication**

- Communicate effectively with all customers and patients/clients using the appropriate channels, utilising appropriate formal and informal channels of communication.

#### **5. Quality and Risk**

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service.

#### **6. Occupational Health and Safety**

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose a OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

#### **7. Environment**

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

## **SELECTION CRITERIA**

### **Essential**

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Successful completion of a vocational certificate IV or above.
- Commitment to undertaking tertiary level pastoral studies at Diploma level.
- Commitment to undertaking at a minimum of 50 hours of supervised training in pastoral ministry i.e. SJOG Pastoral Supervised immersion experience, Clinical Pastoral Education.
- Demonstrated understanding of the provision of Pastoral care within a Catholic Health care environment.
- Strong interpersonal and communication skills with the ability to work collaboratively within a team.
- Demonstrated ability to maintain professional boundaries and contribute positively to a multi-disciplinary team.
- Flexibility with working hours including the ability and preparedness to undertake evening/weekend shift/on call duties as required.

### **Desirable**

- Completion at a minimum 50 hours of supervised training in pastoral ministry e.g. Pastoral immersion experience and/or a unit Clinical Pastoral Education (CPE) units.
- Knowledge of health care ministry.
- Membership of a Spiritual Care Australia.