

POSITION DESCRIPTION

POSITION TITLE: Pastoral Practitioner – Level 2

CLASSIFICATION: Level 7
SJGHC HSU Health Professionals, Administrative, Clerical and Technical Enterprise Agreement

REPORTS TO: Relevant Manager/Supervisor

PERFORMANCE AND DEVELOPMENT PLAN:

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.

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

- Provide Pastoral Care to patients/clients/relatives 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.
- Support the department's bereavement programme.
- Utilise spiritual assessments.
- Understand and lead group process for patients as required.

2.3 Religious Ministry, Worship and Liturgy

- Contribute to and deliver ritual, liturgy, prayer, reflections e.g. Memorial Services, Pregnancy Loss rituals, prayer service, respecting others cultural and religious beliefs.
- Promote Catholic Identity through access to sacraments for patients.
- Ensure the chapel/retreat/sacred space is maintained and utilised in an appropriate manner.

2.4 Departmental Responsibilities

- In collaboration with Line Manager take an active role in the Division's strategic vision for Pastoral Services that includes, growing the ministry through the provision of innovative practice.
- Support the collection of pastoral measures of effectiveness (key performance indicators).
- Contribute to the promotion of pastoral services through attendance at clinical forums and committees, orientation of new caregivers, pastoral care week, articles in internal and external newsletter etc.
- Be proactive in developing a Pastoral resources i.e. faith tradition resources, journals, music etc.
- Act in collaboration with Line Manager, as an ethical resource on patient related issues, facilitating referrals to Director of Mission integration as required.
- Contribute to fostering a culture of integrity, professionalism, accountability and tolerance within the Pastoral Services team in order to maintain the highest standard of Pastoral Practice.
- Participate in research opportunities as required.
- Mentor, support and give direction to pastoral associates, students, Interns and Seminarians on placement.

2.6 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

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 an 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.
- Demonstrated understanding of the provision of Pastoral care within a Catholic Health care environment.
- Have completed or undertaking tertiary level pastoral studies at Diploma/Degree level.
- Minimum of 2-3 years' experience in Pastoral ministry in a healthcare setting or equivalent.
- Successful completion of at a minimum 50 hours of supervised pastoral ministry e.g. Pastoral supervised immersion experience/Clinical pastoral education.
- Demonstrated ability to provide Pastoral support to patients and clients from a variety of faith, cultural and social backgrounds.
- 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

- Knowledge of health care ministry, theology and liturgy.
- Membership of a Spiritual Care Australia (certified member level).