

Position Details	
Position Title	Pastoral Care Practitioner
Function Unit	Pastoral Care Services, Catholic Identity and Mission
Nominated Supervisor	Pastoral Care Services Manager
Relevant EBA/Award	
Classification level	
Date of Review	February 2018

VILLA MARIA CATHOLIC HOMES

Villa Maria Catholic Homes is committed to working in partnership with people of all ages and abilities to help them achieve their individual goals and dreams, remain connected to their communities and enjoy their independence.

As an agency of the Catholic Archdiocese of Melbourne, our values including respect, compassion and inclusion guide us to deliver the highest quality services to individuals of all faiths and backgrounds.

We are a Catholic, not-for-profit organisation providing residential aged care, affordable housing options, retirement living, senior support, disability, carer and education services to more than 6,500 people across Victoria and southern New South Wales.

OUR VALUES

- **Respect:** We recognise and respect the dignity and uniqueness of each person.
 - **Compassion:** We truly care and are always open to the needs of others.
 - **Integrity:** We are honest and transparent in all our dealings and accountable for all our actions.
 - **Collaboration and partnerships:** We empower people, realise potential and maximise the outcomes from our work.
 - **Inclusion:** We are welcoming, inclusive and responsive in our hospitality and services.
 - **Stewardship:** We value the resources for which we are responsible, and commit to their effective and efficient use, to achieve our Mission.
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POSITION PURPOSE

- The Pastoral Care Practitioner is responsible for the provision of pastoral care to our Affordable Independent Housing residents.
- This position ensures that as an active member of the VMCH community, the Pastoral care worker will provide direct ministry to residents and their families. Pastoral care is a model of developing relationships through spiritual and emotional support to all members of the affordable housing community.
- The Pastoral Care Practitioner is responsible for the outreach work to residents of our Affordable Independent Housing residents and will act as liaison between community members and organisations, helping residents get access to care and services they need.
- The Pastoral Care Practitioner will be committed to the Vision, Mission and Values of Villa Maria Catholic Homes.
- The Pastoral Care Practitioner is employed by and reports directly, to Pastoral Care Services Manager at Villa Maria Catholic Homes and meets on a regular basis and works alongside the Affordable Housing Coordinator and Retirement Living Manager.

POSITION RESPONSIBILITIES

- Ensure the delivery of a ministry of pastoral care to the Affordable Independent Housing residents, supporting those with mental health concerns.
- Be the key point of contact for residents who are moving into our Affordable Independent Housing offering them Pastoral Care support at this key time of transition and to establish an ongoing relationship with them as required.
- Liaise with Community Services and other organisations to facilitate residents to receive additional support services they require.
- Engage in working with the diverse community, finding creative ways of bringing residents together.
- Liaise with Aged Care Residences when the need for further care is needed for residents.
- Be a key support for offering conflict resolution strategies and mediation between residents.
- Work closely with the manager of Retirement Living and the Affordable Housing Coordinator to ensure information is clearly communicated and documented to support residents in conjunction with the Pastoral Care Services Manager.
- Ensure that ethical decisions are made in accordance with VMCH's vision, mission and values.
- Develop and maintain procedures to keep records.
- Develop welcome packs for new residents including opportunities to link into their community via their Parish, local community groups.
- Be an active team member of the Pastoral Care Services team and attend scheduled team meetings.
- Participate in regular supervision in a timely manner.
- Participate in regular professional continuing education.

KEY SELECTION CRITERIA

Essential

1. Formal tertiary qualifications relevant to pastoral care (e.g. Diploma in Ageing and Pastoral Care Services, CPE and/or Theological training and/or experience in Social Work)
2. Understanding of and relevant experience in pastoral care and a commitment to working with people who are vulnerable.
3. An active faith commitment and a deep understanding catholic identity and mission.
4. Demonstrate interpersonal skills.
5. Experience as a team player and the ability to work independently.
6. Demonstrated commitment to cultural diversity, equal employment opportunity and workplace health and safety appropriate to the level of the appointment;
7. Demonstrate ability to operate with discretion and to maintain confidentiality.
8. Demonstrated awareness of the organisation's vision, mission and values;
9. Computer literacy.
10. A current Victorian driver's license.
11. Satisfactory national Police Check and Working with Children check.

Desirable

12. More than 5 years' experience in Pastoral Care Services