

# Position Description

POSITION DETAILS	
POSITION TITLE	Pastoral Care Worker – Bundoora and Prahran
FUNCTIONAL UNIT	Pastoral Care Services
NOMINATED SUPERVISOR	Pastoral Care Services Manager
RELEVANT EBA / AWARD	Allied Health
CLASSIFICATION LEVEL	
DATE OF REVIEW	25 <sup>th</sup> July, 2016

VILLA MARIA CATHOLIC HOMES
<p>Villa Maria Catholic Homes is a leading not-for-profit organisation providing quality holistic services and life enhancing opportunities for older people, children and adults with a disability, their families and carers.</p> <p>Formed through the merger of Villa Maria and Catholic Homes in 2015, the organisation is one of Victoria's largest not-for-profit providers of disability, education, accommodation and senior services supporting 6,500 people across the state and southern New South Wales.</p> <p>An agency of the Catholic Archdiocese of Melbourne, every day of the year about 2,000 staff and 600-plus volunteers respond to the unique needs of people and families we support with openness, innovation, creativity and flexibility.</p>

POSITION PURPOSE
<p>The Pastoral Care Worker is responsible for the provision of pastoral care at Bundoora and O'Neill Aged Care Facilities.</p> <p>This position ensures that as an active member of the community, the Pastoral Care worker will provide direct ministry to residents and their families.</p> <p>Pastoral care is a model of spiritual and emotional support offered to all members of the community.</p> <p>The Pastoral Care Worker aims to "walk with you along your journey" not only in times of hardship but during times of celebration and happiness. Your personal beliefs, privacy and confidentiality will be respected.</p> <p>The Pastoral Care worker will be committed to the Vision, Mission and Values of Villa Maria Catholic Homes.</p> <p>The Pastoral Care Worker is employed by and reports directly, to Pastoral Care Services Manager at Villa Maria Catholic Homes.</p>

POSITION RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Ensures the delivery of a ministry of pastoral care, consultation, sacraments and support to residents and their families.</li> <li>Coordinates Pastoral Care activities between parish and volunteers and the community.</li> <li>Oversees the use and scheduling of the chapel in the Aged Care Residence in conjunction with the Chaplin, including the provision of worship opportunities and maintenance of an atmosphere conducive to prayer and meditation.</li> <li>Promotes an interdisciplinary approach to resident care.</li> <li>In conjunction with the Pastoral Services Manager and Volunteer Services Manager coordinates clergy and pastoral volunteers including orientation of policies and procedures which affect their pastoral visiting, provision of resources, consultation and liaison with care personnel.</li> <li>Develops and maintains procedures to keep records of pastoral activity, to document spiritual needs of residents and implementation of pastoral plans and to communicate effectively with care team members and other members of the Pastoral Care team.</li> <li>Maintain the chapel supplies, religious reading materials and necessary reference materials.</li> <li>Participates in regular professional continuing education.</li> <li>Maintains ongoing written communication such as sympathy cards.</li> </ul>

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- Record of the following statistical data monthly:
  - Number of Pastoral Visits within 7 days of admission.
  - Record number residents receiving follow-up visits.
  - Record number of residents receiving end stage visits.
  - Record number of residents who have passed away during this period.
  - Record number of next of kin having received follow- up support within 7 days of passing away.
- Coordination of the Parish sacramental support for the community; regular Masses where possible and when not, Communion Services made available. Co-ordination of regular anointing of the sick and reconciliation.
- Provision of emotional and spiritual support of all residents. Liaison with leaders of other denominations and faiths to meet the religious and spiritual needs of residents who are not Catholic who may be residing in the community.
- Ecumenical Memorial Services - Hold Memorial services a number of times a year for residents and families for those who have died during that period.
- Participate in regular supervision in a timely manner.
- Participates in regular professional continuing education.

## KEY SELECTION CRITERIA

- An active faith commitment.
- An understanding of the Catholic Ethos.
- Pastoral and/or Theological qualification (CPE) or relevant experience.
- Experience in pastoral care and counselling and in working with people experiencing grief and loss.
- A commitment to ongoing learning.
- A passion for working with elderly people.
- Highly developed communication and interpersonal skills.
- Computer literacy, Microsoft office suite and ICARE.
- A commitment to ethical practice consistent with the policies of Villa Maria Catholic Homes.