

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Chaplain
Division:	Chaplaincy
Reports to:	National Chaplain
Position Purpose:	To provide pastoral care and to support the spiritual well-being of staff so they are more empowered to operate using the values and founding purpose.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Pastoral Care
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• Provide pastoral care and support to employees through regular face to face contact and other communication tools (Teams, Skype, Phone etc)• Assist staff in their understanding and 'living out' the organisations	<ul style="list-style-type: none">• Pastoral care is provided for staff where needed with positive feedback received.• Staff are aware of the values and opportunities are found to encourage their use in all business behaviour and decisions.

<p>values including promoting values based decision making at all levels</p> <ul style="list-style-type: none"> • Conduct ongoing pastoral care sessions for staff where needed, promoting a reflective internal dialogue and using a personal empowerment style of support • Where appropriate, refer staff members to other support networks in order to address issues or concerns outside of the expertise of chaplaincy • Collaborate with Program Managers to facilitate spiritual and cultural programs for staff including reflections and team activities that are aligned to the operation of the site. • Conduct regular site visits to designated offices to offer support and promote the services of chaplaincy 	<ul style="list-style-type: none"> • Staff are empowered to deal with personal challenges • Where needed staff are referred to other services or networks to assist in overcoming challenges or issues • Team activities are conducted in a professional and well-structured manner leading to positive team outcomes and feedback • Sites and services are regularly visited (each site at least 4 times per year). The chaplain is known, trusted and available to all team members keeping confidences where appropriate and un-obliged legally.
Key Result Area 2	Organisational Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Support the effective functioning of the chaplaincy service by maintaining regular communication with key stakeholders and peers to inform activities. • Contribute to the development of the chaplaincy function through looking for opportunities for program/service development and sharing these with management. • Monitor and evaluate chaplaincy activities implemented providing feedback to the National Chaplain and implement improvement activities to ensure ongoing success. • Research, prepare and conduct reflections for staff and services which are aligned with the operational focus, organisational 	<ul style="list-style-type: none"> • Effective communication channels are developed which result in the effective sharing of information conducive to providing chaplaincy support. • Opportunities are highlighted for the development of processes and service provision which results in more efficient running and positive business outcomes. • Improvement programs in place which result in improved outcomes and feedback • Reflections conducted are respectful of varying individual religious ideologies and beliefs, and are aligned to operational focus for the site and/or region.

values and founding purpose of the organisation.	
Key Result Area 3	Stakeholder Engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Proactively network with internal stakeholders such as the State Leaders and team, Regional Leaders, Area and Program Managers and employees to build awareness of chaplaincy support and function. ¹ Develop strong and collaborative relationships with Program Managers in order to deliver chaplaincy support to employees in line with the business outcomes. Maintain knowledge and awareness of pastoral care activities and best practice by networking with peers and other pastoral care providers e.g. churches, community groups etc Develop caring, supportive and professional relationships with employees maintaining appropriate confidentiality at all times 	<ul style="list-style-type: none"> Relationships are developed with a range of internal stakeholders which leads to opportunities for chaplaincy support. Strong relationships are developed and support the delivery of required business outcomes. Networks are leveraged with ideas and best practices shared. Professional and supportive relationships are forged with employees in all situations with an impartial focus being maintained.
Key Result Area 4	Church Engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Engage with local program managers to engage local churches in our work. Distribute resources including Prayer Diary and studies. Facilitate donations and other requests from churches including speaking opportunities or presentations. 	<ul style="list-style-type: none"> Local churches are offered opportunity to partner with our services and support client needs. Encourage churches, staff and other individuals to pray for our work and utilise our resources. Opportunities are responded to and completed.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required

¹ Applicable when the incumbent is the designated representative in the state.

- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Chaplaincy Protocol and Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and required to do the role

- [Ordained Minister, Pastor or equivalent in good standing with their denomination
- Theological qualifications
- Having completed Clinical Pastoral Education or its equivalent

Key challenges of the role

- Providing pastoral care and support to employees while being respectful of varying religious ideologies, beliefs and ensuring alignment to the overall business operation/function.

Compliance checks required

Working with Children	<input type="checkbox"/>	
National Police Check		<input type="checkbox"/>
Vulnerable People Check		<input type="checkbox"/>
Drivers Licence	<input type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Paul Molyneux
National Chaplain

May 2018

