Job Description
Chaplain

JOB SUMMARY
Provide spiritual care to patients/caregivers of all age groups and perform spiritual assessments, provide spiritual/pastoral support, and make referrals to meet the needs of the patient/family.

Qualifications
♥ Graduate of an accredited seminary or school of theology, or proven experience in Pastoral Counseling
♥ An appreciation of religious values, beliefs, and practices that allows for open and flexible communication with people of all faiths or none
♥ Compassion for the terminally ill and understanding of ministry to them and their families
♥ Demonstrated ability to assess and respond to the needs of patients and families in varied settings
♥ Must be self-directed; able to work without the presence of a supervisor
♥ Must have a strong sense of initiative and urgency in addressing unexpected patient crises
♥ Must be able to speak and write the English language in an understandable manner
♥ Demonstrated skill with general use and functions of the computer; internet, e-mail, navigation of the computer desktop

Essential Functions and Responsibilities
♥ Participate as a member of the Interdisciplinary Team (IDT) to identify problems and develop a Plan of Care for each Hospice patient/family
♥ Continue to evaluate and modify the Plan of Care as needed
♥ Coordinate pastoral and spiritual care services for patient/families
♥ Maintain up-to-date patient records through web-based charting system so that problems, plans, actions, and goals are accurately and clearly stated and changes are reflected as they occur, including new information obtained during IDT meetings
♥ Resource for staff and volunteers
♥ May participate as a member of the Bereavement Care Team and in the Bereavement Support Program
♥ Demonstrate continued professional growth and development through participation in education programs and review of current health care literature
♥ Represent hospice to the religious community in the area we serve
♥ Participate in agency and community programs as requested by administration to promote professional growth and understanding of hospice care
♥ Demonstrate familiarity with policies of Heart of Hospice and rules/regulations of state and federal licensing agencies
♥ Perform other job-related duties as assigned by the Psych-Social, Department Head
Job Description
Chaplain

Physical and Environmental Demands and/or Conditions
♥ Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 40 pounds
♥ Ability to sit, stand, walk, and/or run or walk rapidly
♥ Occasional bending and twisting at waist
♥ Occasional reaching above or below shoulder height
♥ Perform repetitive tasks and/or motions
♥ Distinguish colors and have clarity of vision with or without corrective lenses
♥ Able to hear alarms, telephone, and normal speaking voice
♥ Requires manual dexterity sufficient to provide hands-on care to patients under variable conditions and settings

Other Non-Physical Requirements
♥ Must have current CPR
♥ Must be a licensed driver with an automobile that is insured in accordance with state and company requirements and in good working order
♥ Must furnish own cell phone; plan must include texting

Working Conditions
♥ Subject to hostile and emotionally upset residents/patients, family members, personnel, and visitors
♥ May work beyond normal working hours and on weekends and holidays when necessary
♥ Must attend and participate in in-house education programs
♥ There may be a fluctuating work load with periods of stress and deadlines
♥ Frequent travel is required; up to several hours of driving per day
♥ Exposure to variable weather conditions is likely
♥ General office environment is favorable; lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. It is understood that all employees support the Heart of Hospice philosophy of care. Heart of Hospice management reserves the right to amend and change responsibilities to meet business and organizational needs. This is a part-time, non-exempt position and the employee is paid hourly for his/her work.

If you meet the minimum qualifications and requirements of the position, please send your cover letter and resume to peggy@heartofhospice.org or fax it Attn: Human Resources to 541-386-1728.

Heart... it's in our name, it's in our care.