



North Eastman Health Association Inc. Job Description

Spiritual Care Coordinator

Position Summary

The Spiritual Care Coordinator coordinates the provision of spiritual care services for the North Eastman Health Association. The coordinator supports a climate of spiritual healing and comfort for clients, families and staff and ensures the spiritual needs are met. Acting as a formal and informal resource, the coordinator assists the region in addressing ethical, faith-related, and spiritual matters. The coordinator is responsible to coordinate the orientation, education and work of spiritual care volunteers and clergy.

Reports to: Director of Long Term Care

Union: MGEU – Technical Professional

Qualifications:

Education and Experience

- University preparation at a graduate level and post-graduate certificate in spiritual care consultation and/ or CAPPE is required.
- An equivalent combination of education and experience as recognized by the RHA may be considered
- Previous experience working in related field. Comfortable in a health care setting, and working in an administrative/ institutional environment.
- Willing to work as part of a team in an interfaith, interspiritual, interdisciplinary multicultural setting.

Knowledge, Skills and Abilities

- Involved in a form of spiritual practice, self-reflective, critical thinker.
- Involved in ongoing inner work and personal growth.
- Grounded in the belief that our shared humanity is sacred regardless of our religious tradition or spiritual belief.
- Can offer evidence of good standing from a recognized faith or community group/ spiritual tradition, or subject to a code of ethics by a national professional body (e.g., CAPPE, Spiritual Directors International, etc.)
- Ability to work as an interdisciplinary team member.
- Demonstrated supervisory experience.
- Demonstrated leadership, administrative and interpersonal skills.
- Ability to work independently.
- Ability to foster positive working relationships both individually and in a team setting.
- Demonstrated effective communication skills.
- Demonstrated appreciation and sensitivity toward diverse faiths and cultures.

Key Responsibilities

- Respects and promotes the mission, vision and values of the North Eastman Health Association.
- Assess; plans and coordinates Regional Care Programming.
- Supports, coordinates and/ or participates in interdisciplinary conferences of the client's as required.
- Acts as a liaison for facility staff and clients during times of crisis.
- Provides a spiritual perspective on ethical decision-making related to treatment and other health care issues and participates as a member of the regional ethics committee.
- Ensure the coordination of regular religious services for all clients and ensures that sacramental and other needs are met in a respectful environment.
- Makes referrals to, consults with, and enables other religious representatives to contribute to spiritual care of clients within North Eastman.
- Provides short term spiritual care in an urgent situation until other resources can be established.
- Fosters client connections with their faith community.

Education and Human Resources

- In collaboration with the spiritual care advisory committee develops, maintains, and interprets policies, procedures and guidelines for the program.
- Contributes to a continuous improvement/ risk management program for spiritual care.
- In cooperation with NEHA staff, recruits, screens, supervises and provides for the orientation and education of spiritual care providers.
- Assess the educational needs of spiritual care providers and staff, and participates in planning and organizing of the educational sessions in response to the identified needs.
- Determines the resources required for the regional spiritual care program.
- Maintains regular contact with all regional sites to ensure ongoing communication and identification of individual facility and program needs.
- Participates in workshops, conferences and clinics that will contribute their professional development and proficiency in coordinating and providing spiritual care services.
- Ensures appropriate environment and facilities are available for individual and communal worship.
- Participates in Facility and Regional initiatives and committees as required.
- Participates in other duties as assigned.

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the health facility's Fire, Disaster and Evacuation Plan.

Revised: _____
Date

Approved by: _____
Manager/ Coordinator Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Services Date

NOTE: Original Signed and Dated September 22, 2009