



POSITION DESCRIPTION

Position title:	Coordinator Catholic Chaplaincy
Time fraction	Part Time 30 hours per week (0.80 FTE) 12 months Fixed Term
Position reports to:	CatholicCare Senior Manager Pastoral Care Services
Program:	Healthcare Chaplaincy/Pastoral Care Services
Location:	Royal Melbourne Hospital, Royal Women’s Hospital and Peter MacCallum Cancer Centre – Parkville Medical Precinct

MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

“I have come so that you may have life and have it to the full”

{John 10:10}

POSITION PURPOSE

This position seeks to be an integral part of the Royal Melbourne Hospital, Royal Women’s Hospital & Peter MacCallum Cancer Centre’s Spiritual Care Teams, contributing to the high quality of pastoral care provision for patients, families and staff. The incumbent will be required to respond effectively to the diverse spiritual and religious needs of patients and families – particularly those who choose to be supported in their Catholic identify and faith journey throughout their hospitalisation.

POSITION ACCOUNTABILITIES

NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.

To coordinate the provision of pastoral and sacramental care of patients who identify as Catholic, their families or significant others. This will include arranging for priestly ministry as required, in collaboration with the Managers/Coordinators of Pastoral/Spiritual Care.

This will involve:

1. *At the Royal Melbourne*
 - Team Leader supervision and coordination for the Catholic Team comprising of:
 - Pastoral Worker who reports to this position
 - the Volunteer Team of Communion Ministers

2. *At the Royal Women's and Peter Mac*
 - Responsiveness to referral driven Catholic Chaplaincy provision for patients and families

3. *Across all Hospitals*
 - Managing multiple reporting responsibilities to CatholicCare Senior Manager Pastoral Services and Royal Melbourne/Women's/Peter Mac's Managers/Coordinators of Spiritual/Pastoral Care
 - Professional supervision and ongoing faith and professional development as directed
 - Participation in and contribution to the prayer and liturgical life of the health facility where appropriate
 - Being an educational resource
 - Undertaking other duties as negotiated with CatholicCare and the Health Facilities' Manager/Coordinator of Spiritual/ Pastoral Care, which may include providing for the pastoral needs of patients of other faiths as available. The incumbent should seek clarification from CatholicCare, in liaison with the Coordinator of Spiritual/ Pastoral Care, should clarification be needed
 - Willingness to embrace and enact the policies and protocols of both CatholicCare and the Health Facilities
 - Work collaboratively with the Manager/Coordinator of Pastoral/Spiritual Care and other Spiritual Care colleagues

KEY SELECTION CRITERIA

Qualifications

- A theology and pastoral care qualification at a graduate level, and preferably a post graduate degree in theology, or other relevant degree, which would need to have included studies in theology
- Tertiary qualification in, or progress towards, healthcare, social sciences, pastoral counselling or equivalent
- At least two units of Clinical Pastoral Education (CPE) or equivalent supervised pastoral education and preferably an Advanced Clinical Pastoral Education unit or equivalent supervised pastoral education

Experience

- Extensive work experience in healthcare, particularly in generalist acute as well as women's and oncological health in Hospital settings as a practitioner and preferably at a leadership level

Competencies

- Ability to disseminate written information which respects confidentiality to enable effective clinical practice
- Ability to make a spiritual care assessment and ascertain the appropriate pastoral response
- Ability to both lead a team and collaboratively work with Hospital leadership
- Demonstrated administration ability for accurate computer data entry with capacity to complete notes about the engagement of each patient as defined by the Hospital
- Demonstrated understanding of the philosophy of pastoral care and the ability to apply that philosophy in the provision of pastoral services which combines knowledge of faith development, grief theory and mental health issues
- Well-developed interpersonal skills so as to be able to relate well and work within a diverse range of circumstances with sensitivity to cultural and religious differences

Personal qualities and attributes

- A strong commitment to the teachings and practices of the Catholic faith, particularly Catholic Social Teaching
- A well-developed sense of personal spiritual identity with the capacity to nourish self and others
- A sense of self-awareness generating a capacity for empathy
- Appropriate self-care and a sense of boundaries
- Highly developed verbal and nonverbal communication skills
- Ability to work effectively in, and contribute to, a positive and productive team environment
- Commitment to the values of CatholicCare

Other requirements

- A Victorian Driver's Licence
- A current Australia Wide Police Check
- A current Working with Children Card
- Provision of at least three referees, one of whom may be a Catholic priest with whom you have had an association within the last five years. The other two referees should be people with whom you have worked within the last five years

JOB SCOPE

Roles reporting to or in close collaboration with this position:	The Catholic Chaplaincy Team: <ul style="list-style-type: none">• Pastoral Worker/Catholic Chaplain (permanent part time role)• Volunteer Team of Communion Ministers• Clergy
Key stakeholders – internal:	<ul style="list-style-type: none">• CatholicCare Senior Manger Pastoral care Services
Key stakeholders – external:	<ul style="list-style-type: none">• Patients, families and staff.• Royal Melbourne, Royal Women's & Peter Mac's Managers/Coordinators Spiritual/ Pastoral Care.• Royal Melbourne, Royal Women's & Peter Mac's Spiritual Care Teams and Multifaith Visitors• Parish Priests, Parish visitors and other Priests providing on call services
Budgetary accountability:	<ul style="list-style-type: none">• NA
Confidentiality of information:	<ul style="list-style-type: none">• High due to the complexities and acuity of patients.

JOB CONDITIONS

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.