|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Spiritual & Pastoral Care Coordinator |
| **Service/Facility/Department:**  | Community Aged & Disability |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** All staff and volunteers at the Service, Regional Chaplain/Group Manager/local parish(s) |
| **External:** Clients, client’s family and friends, visitors. |

**Position Statement / Overall Purpose**

The overall purpose of the Spiritual & Pastoral Care Coordinatoris to coordinate and ensure the provision of spiritual and pastoral care within the Service.

The Spiritual & Pastoral Care Coordinator is also responsible for ensuring that accessible, appropriate and timely spiritual and pastoral resources are available within the Service.

The Spiritual & Pastoral Care Coordinator will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Current Blue Card with Yellow Card Exemption
* Certificate IV in Pastoral Care, Spiritual Pastoral Care Certificate - Multi-faith Academy, Clinical Pastoral Education or similar

**Key Selection Criteria**

* Demonstrates active participation within a local community of faith.
* Excellent oral and written communication skills.
* Demonstrated sense of one’s own spiritual identity, grounded in articulation of and reflection upon one’s own spiritual journey in dialogue with faith and cultural contexts.
* An ability to manage and provide appropriate pastoral care team co-ordination with appropriate regard for others.
* Demonstrates an ability to follow organisational and business process.
* Demonstrates an understanding of the Aged Care Act and relevant legislative and regulatory requirements relating to the Aged Care Sector.
* Experience in a pastoral care, hospital or community care setting (desired).
* Knowledge of confidentiality and other appropriate WH&S safety issues (desired).
* Basic theological and spiritual formation (desired).

**Key Accountabilities and Responsibilities**

1. **Accountability: Strive to provide quality spiritual and pastoral care to both clients and staff.**

**Responsibilities:**

* Provision of pastoral support to staff, volunteers and clients of Anglicare within professional scope.
* Liaise with management, staff and clients to provide an accessible, appropriate and timely pastoral and spiritual care.
* Implement routines and activities to provide reliable and effective pastoral and spiritual care coverage.
* Assist the Spiritual & Pastoral Care Manager to identify and address need for policy and procedure development within the spiritual and pastoral care program.
* In consultation with the Spiritual & Pastoral Care Manager manage crises in the practice of pastoral care, by identifying issues and possible solutions to problems within the spiritual and pastoral care activities.
* Provide professional/operational supervision to Pastoral Care Volunteers.
1. **Accountability: Coordinate the Spiritual and Pastoral Care Asset for the Service**

**Responsibilities:**

* Coordinate religious, spiritual and pastoral care providers and volunteers to provide a seamless single point of contact for all religious, spiritual and pastoral care activities.
* Arrange for activities and venues as appropriate to support these activities.
* Engage in theological reflection in the local practice of pastoral care.
1. **Accountability: Continually seek to enhance the team asset through recruitment and training**

**Responsibilities:**

* Actively seek for appropriate volunteer support, especially amongst local communities of faith.
* Arrange for access to appropriate training and skill enhancement regimes.
* Promote the work of the spiritual and pastoral care team within Anglicare and in the local community.
* Assist the Spiritual & Pastoral Care Manager to develop professional development and training plans for the local pastoral care team.
1. **Accountability: Maintain and enhance the competencies appropriate to the position**

**Responsibilities:**

* Maintain currency for skills and licenses required.
* Undertake Anglicare required training, including Director of Mission & Social Justice Mandatory professional development days.
* Enhance competencies through continuous education.
1. **Accountability: Contribute to accreditation outcomes and management effectiveness**

**Responsibilities:**

* Work according to the position description and Anglicare SQ policies, processes and work practices.
* Assist the Spiritual & Pastoral Care Manager in the process of accreditation of all members of the team under the standards provided by Spiritual Care Australia.
* Contribute to/attend appropriate management/team meetings.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.