

## Pastoral Carer – Matthew Talbot Hostel

### Position Description

<b>Position Title</b>	Pastoral Carer– Matthew Talbot Hostel (MTH)
<b>Responsible Council</b>	NSW State Council
<b>Reports To</b> <i>Functional responsibility</i>	State Director of Mission
<b>Reports To</b> <i>Managerial responsibility</i>	Pastoral Care Manager, MTH
<b>Base Location</b>	Matthew Talbot Hostel, Woolloomooloo
<b>Primary position objective</b>	To provide spiritual and pastoral care services to people we assist (PWA's), guests and staff of Matthew Talbot Hostel in accordance with the spirit, mission and ethos of the Society.

## St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, started what is now a world-wide movement in 20 short years.

The St Vincent de Paul Society NSW has 16,000 members and volunteers and 2000 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW and provide assistance to people experiencing disadvantage in the form of food parcels/vouchers, financial assistance, budget counselling and the provision of furniture, clothing, bedding and other household items. Members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services with close to 100 Special Works across the State including the following: homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugee / migrant support and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

## Departmental Overview

The St Vincent de Paul Society New South Wales Support Services are located in the inner city of Sydney and offer crisis accommodation and post-crisis community support. The Support Services is a Special Work of the St Vincent De Paul Society. Matthew Talbot Hostel, located at Woolloomooloo,

provides accommodation for 98 men, and a range of day service for clients and visiting men, including those who sleep rough or live in nearby boarding houses and public housing. Many of the clients have mental health and substance abuse issues.

The Pastoral Carer (Officer) works under the Manager of Pastoral Care within the Pastoral Care / Mission Team to provide pastoral care services to the people we assist, guests and staff of the Hostel, including coordination of the Sunday services and working with the Sunday volunteer pastoral care team.

## **Duties and Responsibilities**

### **Major Responsibilities**

- Maintain strong working relationships with relevant client service managers to communicate the provision of pastoral and spiritual care services; to assist in identifying the pastoral/spiritual needs of PWA's, guests and staff
- Assess and evaluate the spiritual care needs of PWA's guests and staff of the Hostel
- Provide direct pastoral care, support, and ministry to PWA's guests and staff of the Hostel
- Respond to referrals and requests, sharing the workload among the team; referring and communicating regularly to other disciplines as required
- Know and practise how to work within a multi-disciplinary team
- Assist in responding to critical incidents in a timely manner, identify and provide appropriate care to PWA's, guests and staff
- Assist and participate in client memorials when appropriate
- Demonstrate the ability to lead groups and an understanding of group dynamics
- Assist with arrangements for formal celebrations specifically within the traditions of the St Vincent de Paul Society and the Catholic Church, such as Sunday and Vincentian Feast Day Masses, and other celebrations and sacraments as required.
- Maintaining religiously and spiritually significant components of Matthew Talbot Hostel's Chapel, including liaison and coordination with appropriate Facilities personnel for the Chapel facilities as required
- Procuring adequate supplies of consumables necessary for the operations of the Pastoral Care services including training items and materials, communion hosts and wine, altar cloths, other decorative materials, books and audio visual supplies
- Assist with spiritual services and celebrations which support a broad range of faiths and traditions, including reflection sessions, prayer meetings, meditation groups, other pastoral and spiritual support and ecumenical services
- Provide regular monthly reports using an evidence based model to ensure the continual improvement of pastoral care services
- Engage and collaborate with relevant internal stakeholders, including the Hostel case management team, Clinic and support workers, to deliver a sustainable model of pastoral care
- Assist in coordination of pastoral care volunteers
- Assist in the delivery of appropriate training needs for pastoral workers
- Contribute to the review and development of pastoral care at MTH
- Attend and participate in pastoral care team meetings

### **Other Duties**

- Work within the St Vincent de Paul Society's Code of Conduct,
- Maintain an ethical stance
- Adhere to strong personal/professional boundaries
- Follow MTH and Society Policies and Procedures
- Willingness to work within the ethos, mission and philosophy of the Society

- Maintain appropriate case notes and other documentation
- Maintain personal spiritual practice and connections to faith/ community groups that nourish spiritual life and identify
- Implement self-care practices to maintain a healthy work-life balance
- Maintain supportive networks
- Participate in an annual performance review
- Ensure personal and spiritual development and growth
- Attend any training professional development as directed
- Attend forums as needed
- Actively participate in WHS
- Engage in regular pastoral/ professional supervision
- Additional duties as directed/ required

## **Essential Criteria**

- Qualifications and/or demonstrated skills and experience in pastoral counselling or related field, at a minimum one basic unit of clinical pastoral education accreditation
- Strong commitment to the philosophy, ethos and mission of the St Vincent de Paul Society as a lay Catholic organisation, and of Matthew Talbot Hostel as a Special Work of the Society
- An understanding of the importance of the Mass in the Catholic Tradition
- Ability to lead (or as minimum, support the lead of) a Communion Service
- Demonstrated understanding of the key client group of the Service and an ability to treat all residents of the Service with respect and dignity in an empathetic and compassionate manner.
- Strong written and verbal communication and inter-personal skills
- Demonstrated capacity to build and maintain strong relationships with key internal and external stakeholders from a variety of backgrounds and interests
- Commitment to the Spirit and Spirituality of the St Vincent de Paul Society NSW
- Able to work weekends if required

## **Desired Skills**

- Experience in the not-for-profit sector and/or working with volunteers or in a volunteer capacity
- Non-judgmental comprehension of spiritual dimensions
- Capacity to identify with a broad range of faiths and traditions
- Previous experience in pastoral care work

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer.*