CHAPLAIN

NAME:

DATE OF HIRE:

SUPERVISOR: ADMINISTRATOR

SHIFT ASSIGNMENT: To be determined, based upon the needs of The Home and its residents and staff

PURPOSE OF CHAPLAIN POSITION
The primary purposes of the position as Chaplain is to meet the residents’ religious and spiritual care needs, their familiar religious beliefs, provide worship services, visitation, and devotions. This position is to provide spiritual care to residents, their family members and employees in accordance with current applicable federal, state, and local standards, guidelines, and regulations that govern the Home, and as may be directed by the Administrator, to ensure that the highest degree of quality spiritual care is maintained at all times.

DELEGATION OF AUTHORITY
As Chaplain, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

JOB FUNCTIONS
Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE FUNCTIONS

• Establishes guidelines for the delivery of religious and spiritual care programs at the Home.
• Plans, develops, organizes, implements, and conducts regularly scheduled religious services for the residents, family members, and employees of the Home to ensure that quality pastoral care is offered on a regular basis.
• Conducts religious services with residents on an individual basis when necessary or requested.
• Plans and maintains a visitation program for residents of the Home to determine their spiritual care needs and desires.
• Visits with all new residents to introduce them to the Home’s spiritual care programs.
• Electronic charting requirements:
  o Document initial new resident visits within 14 days of admittance.
Document recommendations for pastoral follow-up, as requested by resident or family member(s).

- Upon demise of resident, provide pastoral information to complete file documentation.

- Encourages resident participation in religious services.
- Responds to referrals and requests for pastoral care in timely manner.
- Performs rites, communion, and baptism, as requested and arranges for provision of other rites as requested.
- Assists dying residents to meet their needs, carry out their desires, and preserve their dignity.
- Provides funeral services/memorial services for residents and their family members as requested.
- Ensures all spiritual objectives are being met and makes recommendations to Administrator for changes that may be deemed necessary.
- Makes written and oral reports/recommendations to the Administrator as requested.
- Maintains an ongoing relationship all the UCC churches who are a part of the IN-KY Conference which make up our corporate body. Specifically, all UCC churches in the Evansville-Tri-State Association, Lincolnland Association, and two churches (St. John’s, Vincennes and Saron UCC, Linton) in the Wabash Valley Association as well as local churches and other faith-based groups.
- Maintains and stewards a written history of The Home. Assists with electronic preservation of historical records.
- Officiates the installation of both the Auxiliary Board and The Home’s Board of Directors and provides prayer and benediction at Board and Corporate body functions.
- Orders memorial flowers for deceased residents and staff and flowers for hospitalized staff.

**COMMITTEE FUNCTIONS**

- Serves on various committees of the Home or community as directed by, or in consultation with, the Administrator.

**CONSULTATION AND/OR PERSONNEL FUNCTIONS**

- Provides counseling and guidance to residents and their family members as necessary.
- Acts as a liaison between staff and resident’s family/friends during periods of adjustment, dealing with the complex issues of healthcare, and making difficult decisions.
- Assists family members and staff when dealing with suffering and/or a decline in health.
- Provides prayer and comfort to residents, families and staff.
- Develops and maintains a good rapport with all personnel of the Home.
- Works collaboratively with staff, residents and their families.

**STAFF DEVELOPMENT**

- Speaks with all new staff members in general orientation to make them aware of the Home’s Church relatedness and history.
- Provides information and support to staff in care of residents with differing faith perspectives and through their difficult and traumatic situations.
• Offers spiritual care education/training to staff members through departmental meetings and formal training sessions or in-services, as needed.

**SAFETY AND SANITATION**
• Reports all incidents/accidents, complaints, grievances, hazardous conditions, etc. to the Administrator immediately.
• Follows Home established infection control practices.

**CARE PLAN FUNCTIONS**
• Participates in resident care plan meetings as necessary or requested.

**RESIDENT RIGHTS**
• Ensures that residents’ rights are maintained, some of which are, but not limited to:
  o Confidentiality
  o Right to Refuse
  o Knocking before entering a resident’s room
  o Honoring residents’ request for non-participation in religious services or programs

**WORKING CONDITIONS/WORK HOURS**
• Works in office area(s) as well as throughout the Home and its premises.
• Moves intermittently during working hours.
• Is subject to frequent interruptions.
• Is subject to emotionally upset residents, family members, personnel, and visitors.
• Works beyond normal working hours, weekends and holidays, and on other shifts as necessary.
• Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
• Is subject to exposure to infectious waste, diseases, conditions, etc. including TB, Hepatitis B, and AIDS.
• May be required to perform spiritual care for residents in isolation.
• May be required to work/assist in other positions as required.

**EDUCATION REQUIREMENTS**
• Must be an ordained minister with a Masters of Divinity from an accredited ATS Seminary.
• Standing with the United Church of Christ is preferred
• Certification as a healthcare Chaplain is preferred; however, not required.

**EXPERIENCE**
• Must have at least 2 year(s) of experience in a pastoral care ministry.
• Previous experience, or familiarity with, health care practices and procedures is desired.

**SPECIFIC REQUIREMENTS**
• Must possess a strong sense of responsibility and integrity.
• Must possess leadership ability and work cooperatively throughout the Home.
• Must possess the ability to make sound independent decisions when circumstances warrant.
• Must have patience, tact, and enthusiasm as well as willingness to deal effectively in difficult situations with employees, residents, family members, visitors, government personnel, and the general public.
• Must be able to relay information concerning resident’s condition.
• Communicates with nursing personnel, medical staff, and other departmental supervisors.
• Must possess the ability to plan, organize, develop, implement, and interpret the chaplaincy programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality spiritual care.
• Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
• May be required to assist in the evacuation of residents during emergency situations.

PHYSICAL AND SENSORY REQUIREMENTS
(With or Without the Aid of Mechanical Devices)
• Must be able to read, write, speak and understand the English language.
• Must be able to cope with the mental and emotional stress of the position.
• Must be able to see and hear or use prosthetics that will enable the requirements of this position to be fully met.
• Must function independently and with personal integrity.
• Must meet the general health requirements set forth by the policies of this Home, which include a pre-employment physical examination upon hire to determine ability to perform essential job functions.
• Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the Home.
• Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
• May be required to assist in the evacuation of residents during emergency situations.
ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Chaplain and agree to perform the identified essential functions in a safe manner and in accordance with the Home's established procedures. I understand that as a result of my employment, I may be exposed to blood, bodily fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the Home will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the Home will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the Home or myself and that such termination can be made with or without notice.

__________________________________________________________
Date
Signature of Chaplain

__________________________________________________________
Date
Signature of Director of Human Resources or Education Coordinator