

JOB DESCRIPTION



Innovative, Christian, Age-in-Place Care

CLASSIFICATION: MW Chaplain (Permanent Fulltime)
DEPARTMENT: Mission Effectiveness
LAST UPDATE OR REVIEW: June 2023

PREAMBLE

At Shepherd's Care Foundation (SCF), as a faith-based not-for-profit, person-centered care is the foundation for all we do in providing care and other human services. All persons are to be treated with dignity and respect in every interaction. Working for SCF requires the highest standards of personal behavior and ethics, and it is an on-going condition of employment that employees comply with the *Behaviour Standards*.

JOB SUMMARY

In accordance with the SCF philosophy and upholding the Mission, Vision, Values, and Beliefs the Chaplain reports to the Vice President, Mission Effectiveness or Campus Pastor, and works in a professional manner with all disciplines to ensure that individual holistic care is provided to all residents. The Chaplain is responsible for: the overall planning, developing, implementing, evaluating and carrying out of spiritual programs and activities; providing support to residents, their family, staff, volunteers and visitors in an environment that enables safety, dignity, and high quality care to the resident's well-being; demonstrating a level of distinction and quality, which strengthens and grows the positive image of SCF in the community as a leader in Christian care in Alberta

KEY RESPONSIBILITIES

- Serves as a member of the Mission Effectiveness team and submits a monthly report to the VP, Mission Effectiveness;
- Serves as a member of the Interdisciplinary team (IDT);
- Participates in initial and annual resident care conferences, End of Life (EOL) conferences, and weekly clinical rounds with other members of the IDT;
- Participates in Resident Council, Family Forums, and Staff Forums;
- Provides holistic care first to the residents, then to their families, staff, volunteers, and visitors;
- Responsible for charting in Point Click Care (PCC) (e.g., changes observed in resident's behavior, family interactions, and observations);
- Assists in the education of staff, volunteers, residents, families and the faith community to increase their understanding of the spiritual component of care;
- Provides pastoral care and hospital visits to residents on a routine and a requested basis;
- On call for emergencies;
- Involved in evening and weekend programs;
- Responds to and facilitates spiritual care for residents, families, and employees of all faiths;
- Prepares and delivers Holy Communion to individual residents upon request;
- Prepares Memorial Services every 3 months or as required, involving other disciplines, for residents who have deceased;

- Plans and coordinates spiritual group programs and activities (Hymn Sings, Sunday Services, Chapel Services, and Communion Services) partnering with other community churches/pastors;
- Supervises all pastoral care volunteers on their site;
- Maintains networking with community clergy;
- Performs funerals/memorial services for individual residents when requested by families;
- Prepares and delivers daily devotions/prayer at their site;
- Submits spiritual group programs and activities to Recreation to be added to the Active Living Calendar;
- Encourages donations to help sustain pastoral care;
- Promotes a safe environment for residents, their families, staff, volunteers, and visitors;
- Actively participates in emergency procedures and drills;
- Attends mandatory training and education programs as required;
- Takes reasonable care to protect own and other workers' health and safety and refrains from participating in harassment or violence of any type;
- Reports all defects, hazards, and unsafe conditions to supervisor or manager;
- Reports and documents all accidents, injuries, and near misses;
- Complies with all safe work practices, policies, procedures, legislation, Partner in Injury Reduction standards, corrective actions, and hazard controls;
- Participates in, assists, and supports department inspections, hazard identification, OH&S Committees, and incident investigations, as required.

QUALIFICATIONS/EDUCATION/EXPERIENCE

- Bachelor's Degree or equivalent theological training from an accredited institution;
- Successful completion or demonstrated progress toward Ordination with the Pentecostal Assemblies of Canada (PAOC) or other recognized Christian Evangelical denomination;
- Two basic units of CPE (Clinical Pastoral Education), preferred;
- Experience working in pastoral care in a church setting, preferred;
- Experience working in a hospital or continuing care setting, preferred;
- Experience working with persons with dementia and/or who are elderly, chronically ill, or disabled, preferred;
- Read, write, and speak English fluently, clearly, and efficiently;
- Current valid driver's license and driver's abstract acceptable to the Employer.

KNOWLEDGE, SKILLS, and ABILITIES

- Demonstrates knowledge of and adhere to infection control policies and procedures;
- Demonstrates commitment to learning new skills, methods and ideas, and to broaden experience through work on projects and committees;
- Maintains confidentiality;
- Excellent written/verbal communication skills;
- Strong observations skills;
- Strong teaching and development skills;
- Tactful and able to relate well with people, especially seniors;
- Strong attention to detail;
- Strong problem-solving skills;
- Readiness to respond to emergent situations;
- Excellent time management skills including the ability to prioritize work; and
- Able to demonstrate a strong commitment to the Mission, Vision, Values and Beliefs of SCF.

This description sets out representative responsibilities and specifications of the classification and does not detail all responsibilities and specifications of the classification. The incumbent may be required to perform other duties as assigned; duties not specified in this document.

If interested please contact Randy Tonn, VP of Mission Effectiveness rtonn@shepherdscares.org

Thank you