

**Health Ministry Name  
Job Description**

**Job Title: Associate Chaplain**  
**Department:**  
**Reports To:**

**Pay Grade: TBD**  
**FLSA: Exempt**

**Position Summary:**

The fundamental function of the Associate Chaplain is to make tangible the Presence and Grace of God as he/she provides ministry in the health care setting. The Associate Chaplain offers a safe haven for others to place their burdens, struggles, concerns and joys before God. As a trained professional, the Associate Chaplain is called upon to step into the journey of the other, and hear beyond the spoken words, the significance of the other's experience or story, while inviting them to discover how God is manifested in their own unique humanness. The Associate Chaplain assists individuals with spiritual and emotional integration of their current health crises/or situation by engaging the other in an encounter with the Sacred in the midst of their experience. The Associate Chaplain invites the other to a deeper discovery of self and recognition of how God is acting in, through and with them and others.

This role is lived out at an individual level with patients, families, associates, physicians etc.

**POSITION ACCOUNTABILITIES:**

1. Assesses, provides, and documents effective pastoral care to patients, families, and staff. This includes but may not be limited to: crisis intervention, grief and bereavement ministry, end of life care, spiritual and emotional support.
2. Proactively participates in interdisciplinary delivery of holistic patient care services through rounding, departmental meetings and family conferences, etc.
3. Provides appropriate pastoral care through the sacrament, rituals, and blessings.
4. Responds to patients, families and associates with ethical decision making and values discernment making appropriate referrals as needed.
5. Participating in department sponsored programs and activities.
6. Performs other duties and responsibilities as assigned.

## **POSITION QUALIFICATIONS**

### **1. Required Certifications, Registration or Licensure:**

- None.

### **2. Minimum Knowledge and Education:**

- Bachelor's degree is required. Graduate or accredited theological courses preferred.
- Two units of Clinical Pastoral Education accredited by NACC or ACPE required.
- Ecclesiastical endorsement is required.

### **3. Minimum Work Experience:**

- Candidates with limited experience in pastoral ministry and/or demonstrated skills and abilities may be considered in lieu of education requirements above.

### **4. Required Knowledge:**

- Pastoral theology that is contemporary, functional and integrated into professional practice.
- Current theology, ecclesiology, spiritual and sacramental practices within the Roman Catholic tradition, as well as, other traditions.
- Medical/ethical issues and foundational principles.
- Knowledge of Professional Association's Standards and Code of Ethics and the ability to integrate them into practice.
- Spiritual and emotional issues encountered in the health care setting.

### **5. Required Skills, Abilities:**

- Proficiency in the action-reflection process of communicating.
- Ability to be self-reflective, have a clear sense of personal identity, and well grounded in a relationship to God, self and others.
- Ability to build peer relationships and relate to others.
- An awareness of, and ability to articulate ways in which their feelings, attitudes, values and assumptions affect their ministries.
- Ability to function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.
- Ability to use spiritual assessment, planning, intervention and evaluation in the clinical setting.
- Ability to understand and help others discover meaning in the experiences of suffering, grief and loss.
- Understanding of the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices.
- Ability to provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
- Capacity for intervening in chronic and acute situations.
- Ability to initiate, deepen and terminate pastoral relationships.

- Skills in utilizing pastoral perspective and competence in a variety of functions, such as worship, teaching, administration, and team building.
- Skills in facilitating decision-making based on an understanding of religious heritage, theological values, behavioral sciences, networking, system thinking, ethical principles, and the individual's own values.
- Evidence of understanding the operational systems in the clinical setting.
- Ability to function as an integral member of an interdisciplinary team.
- Facility in communicating with other disciplines through use of referral systems, chart entries, and other mechanisms in the clinical setting.

<b>APPROVALS</b>	
Human Resources: _____ Department Head: _____	<b>New Entry Date:</b> <b>Revision Date:</b>