

**Health Ministry Name  
Job Description**

**Job Title: Chaplain/Clinical Coordinator**  
**Department:**  
**Reports To: Director**

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

**Position Summary:**

The fundamental function of the Chaplain/Clinical Coordinator is to make tangible the Presence and Grace of God as he/she provides ministry in the health care setting. As a trained professional, the Chaplain/Clinical Coordinator is a balance in functioning as a chaplain within the health care system and coordinating staff chaplains to optimize clinical coverage, staff development, supervision and collaboration.

The Chaplain/Clinical Coordinator participates in a wider dimension of God's healing Presence by providing leadership and education within the health care setting that contributes to shaping a culture that embodies the spirituality, core values and the mission of the system.

This role is lived out at an individual level with patients, families, associates, physicians, etc. It is also lived out at the organizational, community and departmental level.

**POSITION ACCOUNTABILITIES:**

1. Effectively coordinates, supervises and evaluates daily clinical activities of the Pastoral Care staff for 24/7 coverage.
2. Evaluates performance of staff chaplains.
3. Provides leadership and education that shapes a culture of spirituality, Mission and Core Values. Functions as a member of the leadership within Pastoral Care department and works collaboratively with other staff.
4. Assesses, provides, and coordinates 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, and spiritual and emotional support.
5. Provides spiritual care that is informed by and respects cultural religious differences.
6. Facilitates ethical decision making and values discernment with patients, families and associates, making appropriate referrals as needed.

## **POSITION QUALIFICATIONS**

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

- Certification required as recognized by the Spiritual Care Collaborative of APC, NACC, ACPE, CAPPE/ACPEP, and NAJC.

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

- Master's degree in theology, divinity, religious studies, pastoral ministry, or spirituality is required.
- Four units of Clinical Pastoral Education required with certification.
- Ecclesiastical endorsement is required.

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

- Three to five years of clinical experience in a hospital.

### **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 and Abilities: Ability to:**

- Utilize computer applications such as Word, Outlook, Excel, as well as health system computerized documentation systems.
- Be self-reflective, have a clear sense of personal identity, and well grounded in a relationship to God, self and others.
- Build peer relationships and relate to others.
- Articulate ways in which their feelings, attitudes, values and assumptions affect their ministries.
- Function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.
- Use spiritual assessment, planning, intervention and evaluation in the clinical setting.
- Understand and help others discover meaning in the experiences of suffering, grief and loss.
- Understand psycho-social dynamics and cultural/ethnic differences and their affect pastoral care practices.
- Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
- Intervene in chronic and acute situations.

- 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.
- Function as an integral member of an interdisciplinary team.
- Facilitate communications with other disciplines through use of referral systems, chart entries, and other mechanisms in the clinical setting.

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