

**Health Ministry Name
Job Description**

Job Title: Manager
Department: Pastoral care

Pay Grade: TBD

FLSA: Exempt

Reports To: Director

Position Summary:

The fundamental function of the Manager is to make tangible the Presence and Grace of God through providing operational oversight for the department and its staff. As a trained professional, the Manager may have some direct patient care responsibility depending on location and size of the hospital.

The Manager 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, and physicians, as well as the organizational, community and departmental level.

POSITION ACCOUNTABILITIES:

1. Effectively coordinates, supervises and evaluates daily clinical activities of the Pastoral Care staff to ensure adequate and appropriate coverage.
 - A. Decides overall unit assignments of the Chaplains
 - B. Gathers and analysis data that will maximize resources while responding to daily Pastoral Care needs.
 - C. Ensures Pastoral Care is available 24/7.
 - D. Demonstrates ability to assess and coordinate effective pastoral care to patients, families, and staff.

2. Serves as the direct supervisor for staff Chaplains
 - A Develops Performance Management plans with staff.
 - B Evaluates performance of staff chaplains.
 - C. Provides feedback, education and awareness of opportunities designed to enhance each individual's knowledge and skills as a chaplain.
 - D. Informs Director/VP regarding concerns and/or commendations of staffs' performance.
 - E. Responsible for the hiring, firing, and human resource needs of the department.

3. Provides leadership and education that shapes a culture of spirituality, Mission and Core Values

- A. Functions as a member of the leadership team in the LHM.
 - B. Works with the Director/VP in developing new strategies and for the department.
 - C. Responsible for the development/revision/renewal of department policies and procedures.
 - D. Provides leadership and guidance in ethical matters for the clinical arena and initiates ethical consults as appropriate.
 - E. Participates on various hospital committees.
 - F. Acts as a pastoral resource for clinical managers and directors.
 - G. Responsible for planning and executing the department budget.
 - H. Works collaboratively with the Director/ VP to set and monitor quality indicators for the department.
4. Promotes spiritual care that is informed by and respects cultural religious differences and honors the ERDs.
 5. Interfaces with the community and local clergy to provide pastoral services and build community relationships.

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.
- 3-5 years of clinical experience post certification preferred
- Previous management experience preferred.

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.

APPROVALS	
Human Resources: _____ Department Head: _____	New Entry Date: Revision Date: