

Position Description Template

Spiritual Care Practitioner

Position Title:

Department/ Division:

Location:

Reports to:

Award/ Agreement:

Classification:

Hours per week:

Date of Review:

Description/ Overview of the Health Service

(insert information supplied by health service)

Division Overview

(insert information supplied by health service)

Spiritual Care Department Overview

(insert information supplied by health service)

Health Service Vision, Mission and Values

(insert information supplied by health service)

Health Service Priorities (and the Position's contribution to the strategic priorities)

(insert information supplied by health service)

Required Capabilities to meet health service strategic goals

(insert information supplied by health service)

Position Description Template

Position Overview

The values of (insert health service name) guide the person centred and holistic approach to caregiving, with respect for the dignity and worth of each person.

Within this ethos of person centred and holistic care, the Spiritual Care Practitioner provides quality spiritual care across the health service to patient's, carers, families and staff by:

- Being an integral part of the spiritual care team and participating in departmental services
- Working autonomously
- Providing assessment, counselling, support and ritual to enable a person to access their own spiritual resources
- Working collaboratively within a multidisciplinary environment
- Respecting cultural, spiritual and religious diversity and contributing to a culture of holistic care within their scope of responsibility and skill.

Purpose

Recognising that each person has their own spirituality which may be expressed in different ways, the Spiritual Care Practitioner will be available to work universally with people of diverse cultures, beliefs, practices and traditions offering respect, sensitivity and insightful spiritual support focused on the person's psychosocial and spiritual care.

Key Responsibilities

- Provide a safe and competent service
- Use effective communication skills
- Work in an open and collaborative manner respecting the differing skills, ideas and attitudes of colleagues
- Contribute to a supportive and inclusive work culture that embraces diversity
- Provide confidential emotional and spiritual support for patients, their families and carers
- Conduct spiritual assessments and identify the appropriate ICD-10-AM/ACHI/ACS Spiritual Intervention Code to inform the spiritual care plan, the health care plan and the discharge planning of a patient
- Ensure relevant spiritual and religious resources are accessed and provided in a timely manner
- Develop and facilitate rituals for patients, families and carers as appropriate
- Prioritise case load and manage competing priorities
- Document spiritual care in patient medical records which includes recording patient referrals, interventions, and outcomes
- Collect and enter statistics and qualitative documentation
- Make referrals to appropriate multidisciplinary services to meet needs outside of the spiritual care scope of practice
- Attend and participate in relevant discipline, multidisciplinary and clinical based meetings
- Contribute to educating and raising awareness of the spiritual care role within the health service
- Participate in health service wide events, rituals and memorial services
- Comply with and actively promote relevant standards, legislation and health service policies and procedures
- Participate in Quality Improvement activities
- Participate in departmental and organisational research as required

Position Description Template

- Engage in regular internal supervision with Line Manager
- Engage in regular one-on-one external supervision
- Participate in annual performance reviews
- Attend ongoing professional development to meet training and education requirements for:
 - the health service
 - Certified level membership as per spiritual care industry standards
- Undertake any additional tasks as requested that are within the scope of the position and classification.

Key Relationships

Internal

- Nursing, Medical and Allied Health staff
- Spiritual Care Manager
- Spiritual Care practitioners
- (Insert others according to health service specifications)

External

- Community organisations representing diverse beliefs, traditions, values and practices

Key Selection Criteria

- Completion of a Bachelors' degree or undertaking post graduate level studies in Theology, Counselling, Social Sciences, or equivalent at a tertiary level
- Clinical Pastoral Education or the equivalent (according to current industry standards) i.e. meeting Level 2 (or Level 3 for a Senior Practitioner) of the SHA Spiritual Care Capability Framework for Spiritual Care Practitioners in Health 2020
- Certified Member level of Spiritual Care Australia preferred: eligibility essential (see: <https://www.spiritualcareaustralia.org.au/membership/become-an-sca-member/certified-member-via-ezidox/>)
- Awareness and understanding of diverse cultures, beliefs, practices and traditions
- Previous health sector experience
- Excellent interpersonal, communication and written skills
- Ability to interact and communicate with a diverse range of people at all levels
- Demonstrated ability to work collaboratively as part of a team
- Skills in spiritual assessment, counselling and development of a spiritual care plan
- Capacity to work with key stakeholders
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development
- Understanding of issues and spiritual needs surrounding grief and loss
- Capability in leading public and informal rituals and services
- Well-developed computer and written skills
- Current and satisfactory National Police Clearance
- Valid Working with Children Check (if applicable)
- Current driver's licence.

Desirable

- Advanced unit of CPE completed within a health care setting (or equivalent)

Position Description Template

- Capacity to initiate, direct and deliver spiritual programs/rituals/sessions appropriate to patient needs.

Essential Requirements

(insert information supplied by health service)

Probationary Review

For a new employee, a review of the appointment will occur prior to the end of the six (or insert health service requirement for length of probation) month probationary period.

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment position. I understand that (insert health service name) reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

.....

Name

.....

Employee Signature

...../...../.....

Date

Authorised by (Relevant Manager or Director)

.....

Director Name

.....

...../...../.....

Position Description Template

Signature

Date