

Hospice of Southern Maine

Position Description

Title:	Chaplain	Reports to:	Social Services Manager
Primary Location:	Home Program	FLSA Class:	Non-Exempt
Supervises:	None	Effective Date:	05/2017

Position Summary:

The Chaplain is responsible to assist the Pastoral Care Coordinator in the coordination, planning and provision of spiritual support and counseling services to patients, families, and caregivers in keeping with their belief systems. In addition this position acts as a liaison between local clergy and the interdisciplinary team.

Qualifications:

1. Education: Bachelor's degree from an accredited institution in theology, divinity, religion, counseling or equivalent required.
2. Experience: Professional pastoral counseling in healthcare, home care, hospice or palliative care setting required.
3. License/Certification: Ministerial license, ordination or endorsement from a faith tradition. Licensed driver in Maine, with an automobile that is insured in accordance with state and/or agency requirements and is in good working order. BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

Essential Duties & Responsibilities:

1. Assesses and identifies the patient/family/caregiver spiritual status and needs.
2. Provides pastoral and spiritual care services to patients/families/caregivers.
3. Collaborates with spiritual colleagues as appropriate.
4. Participates in interdisciplinary team meetings as needed.
5. Consults and collaborates with other members of the interdisciplinary team in the development and updating of the patient care plan.
6. Demonstrates continued professional growth and development through participation in education programs and review of current literature.
7. Assists with finding clergy to perform funeral, memorial, or graveside committal services whenever possible as requested by families and assists with planning for services.
8. Assures that all documentation meets requirements for accuracy and timeliness, and reflects services provided, billing requirements, patient/caregiver needs, and confidentiality.
9. Adheres to all Agency, state and federal policies and procedures, laws, and regulations which are relevant to job responsibilities.
10. Maintains confidentiality of business and health information in accordance with HIPAA and state regulations, and HSM policies.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Performs specific assignments for the Agency as required.
2. Demonstrates flexibility, versatility and a positive attitude in integrating additional duties.
3. Interacts in a manner, which is professional, respectful, positive, helpful, which promotes trust.
4. Represents HSM to the community in a positive manner.
5. Demonstrates effective listening skills when communicating with others.
6. Utilizes proper body mechanics and safe working techniques.
7. Reports unsafe environments/practices to supervisor in a timely manner.
8. Demonstrates knowledge and support of agency's safety and OSHA policies.

9. Reports patient and employee incidents according to Agency protocols.
10. Participates in department and Agency projects and committees as needed.
11. Attends mandatory meetings and inservices, unless excused in advance by the supervisor.
12. Acts in a manner consistent with the Code of Conduct outlined in the Agency’s Corporate Compliance Program.
13. Portrays a positive attitude towards the Agency by supporting its mission, vision, values, policies and procedures.

Required Skills, Abilities & Knowledge:

1. Appreciation of religious values, beliefs, lifestyles, cultures, rituals, and practices, allowing for open and flexible communication with people of all faiths, and those of none.
2. Compassion for the terminally ill and understanding of ministry to them and their families.
3. Strong interpersonal and communication skills (verbal and written).
4. Knowledge of, and commitment to, hospice philosophy.
5. Ability to demonstrate sound theological and pastoral knowledge and skill base.
6. Knowledge of community resources, particularly spiritual/religious.
7. Respect and understanding of theological and moral values contrary to one’s own.
8. Ability to relate to patients/families/caregivers in an open, empathetic and supportive manner while maintaining personal and professional boundaries.
9. Ability to work flexible hours as required to meet patient, family and Agency needs.
10. Effective time management and organizational skills to manage multiple tasks.
11. Ability to utilize an electronic medical record.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer	X		
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.	X		
Carry	X		
Push or pull	X		
Climb	X		
Reach	X		
Stoop or bend	X		
Crouch	X		
Kneel	X		
Handle or feel	X		
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature			
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Driving		X	
Repetitive Motion	X		

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive, complete appropriate documentation, and assess patient condition and function.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____