

## JOB DESCRIPTION

**JOB TITLE:** Hospital Chaplain

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**Exempt:** No

**Supervisor:** Dc. Dare Dutter

**Employee Name:**

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**SUMMARY:** Provides spiritual and pastoral support to facility residents, families and staff, acknowledging and respecting their beliefs, culture and values.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Provide religious services on Sundays and on all Holy Days recognized by the Roman Catholic Church.
- Provide spiritual/pastoral support as needed and/or requested by the family to meet the religious needs of the residents and families.
- Conduct weekly rosary services for residents.
- Ensure resident/families of different religious beliefs are offered opportunities to share their thoughts and feelings.
- Meet frequently with Social Work staff to identify residents/family members in need of spiritual/pastoral services.
- Provide spiritual/pastoral support to staff as requested.
- Assist in transporting residents to and from religious services.
- Maintain attendance records of residents participating in all religious services including visits to residents and submit to Activities Director weekly.
- Document hours of work by signing in and out each day at the Front Desk and submit to Activities Director weekly.
- Maintain a communion list for use by Eucharistic Ministers on nursing units.
- Prepare Sunday bulletin information.
- Procure materials and supplies for religious services.
- Participates in all ecumenical and interfaith services.
- Adhere to all Corporate Compliance and Confidentiality policies and procedures of the facility.
- Participate in required in-service education.
- Perform other job related duties as requested.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**OTHER SKILLS AND ABILITIES:** Demonstrated experience in providing spiritual/pastoral care in a nursing home setting. Ability to relate effectively with residents, families. Ability to work cooperative with Interdisciplinary Team members. Excellent oral communication skills. Ability to walk, reach with hand and arms, stoop, kneel, twist and crouch. Ability to sit and stand. Ability to deal effectively with stress. Ability to hear and be heard.

**Approved:**

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Employee

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Date

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Supervisor

Date