



## Chaplain Job Description

<b>Division:</b>		<b>Reports to:</b>	VP of Operations Guardian Angels of Elk River, Inc.
<b>Department:</b>	Chaplaincy	<b>Location:</b>	Care Center
<b>Job Code and Job Grade</b>		<b>Last Updated:</b>	10/2016, 2017

### JOB SUMMARY:

The Chaplain in the Spirit of Christ's love empowers people- Guardian Angels residents, clients, tenants, families and staff- through their own beliefs, values, faith observance, inner strengths or religious identity as they journey to wholeness. The Chaplain serves people of all religious faiths and is available for prayer, consultation, counseling, or other spiritual care needs of residents, family members, Guardian Angels staff and volunteers. The Chaplain maintains confidentiality and provides a supportive context in which residents, family members, staff and volunteers can discuss their spiritual needs and concerns. The Chaplain also, conducts and coordinates (through the community churches) Guardian Angels religious services and Bible study sessions throughout the entire care continuum. Services are provided in accordance with the mission of Guardian Angels.

### PERFORMANCE DIMENSIONS & KEY PERFORMANCE INDICATORS (KPI)

- Provides pastoral care for residents who are experiencing emotional distress, are acutely ill, dying or who have any other special needs for spiritual counsel and care.
- Be available to families of residents, staff and volunteers as spiritual counselor.
- Serve as a liaison between the Guardian Angels care continuum and community ministry programs. Orients and coordinates the community clergy and congregations to provide pastoral care for resident and families.
- To assist in providing worship opportunities and a dignified, respectful, resident-centered environment for residents.

### ESSENTIAL FUNCTIONS:

Title: Chaplain	FLSA: Non-Exempt
-----------------	------------------

- Provides pastoral care for residents who are experiencing emotional distress, are acutely ill, dying or who have any other special needs for spiritual counsel and care.
- Be available to families of residents, staff and volunteers as spiritual counselor.
- Serve as a liaison between the Guardian Angels care continuum and ministry program. Orients and coordinates the community clergy and congregations to provide pastoral care for resident and families.
- Coordinates chapel services and sacramental ministries throughout the Guardian Angels care continuum.
- To assist in providing worship opportunities and a dignified, respectful, resident-centered environment for residents.
- Will uphold Standards of Behavior Policy at all times.
- Uphold the mission, vision, and values of Guardian Angels.
- Conduct or coordinate spiritual activities on the campuses that Guardian Angels owns or manages as required.
- All duties will be performed in accordance with current standards, guidelines, state and federal regulations.
- Uphold confidential information as required by Guardian Angels policy and procedure and as related to HIPAA.
- Follows universal precautions, facility infection control guidelines, sanitation and safety standards of practice in all work and activities.

### NON ESSENTIAL FUNCTIONS:

- Conduct staff in-services in own areas of specialty and competence as needed.
- Serve as a member of the Ethics Committee.
- Other duties as assigned.

**QUALIFICATIONS:**

<b>Levels</b>	
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be an ordained minister or priest of an established Christian denomination.</li> <li>• Three to five years prior ministry experience required.</li> <li>• Must have ability to work and collaborate with other members of the staff, residents, family members, area community ministers, etc.</li> <li>• Must have excellent verbal and written (read, write) communication skills.</li> <li>• Must be self-motivated, with ability to prioritize.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Long term care or hospital chaplaincy experience and formal Clinical Pastoral Education (CPE) preferred or other transferrable experience, such as geriatric clinical social worker relevant position, or a background of formal ministry to the elderly or disabled.</li> </ul>

**ENVIRONMENT and COGNITIVE/PHYSICAL DEMANDS**

<p>Job is classified as a light duty position, non-supervisory position. Job duties do not normally require lifting over 10 pounds, and do not involve prolonged standing, repeated bending, stooping or squatting, moving residents or similar strenuous duties.</p> <p>Position deals with the public, personnel, visitors, family members, and residents under all conditions.</p>	<p>Requires the use of office equipment such as computer terminals, telephones or copiers. Requires normal vision range.</p> <p>Must be able to drive to different facilities throughout the day as needed.</p> <p>Some evenings and weekends may be required.</p>
---	--

"I, \_\_\_\_\_, acknowledge that I have received, read and understand this position description. It is my responsibility to seek further clarification if I have any questions about my responsibilities and duties. By signing this document, I acknowledge that I am capable of performing the essential functions of the description with or without reasonable accommodations. I understand that this job description is subject to change and that no contract of employment has been created by the giving and receiving of this job description."

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_