

THE ORGANISATION AND OUR MISSION

Mater Hospital Sydney is a major Catholic private hospital, operated by St Vincent's Health Australia. The Mater is currently licensed for 231 inpatient beds and features 11 operating rooms, an endoscopy procedure room and 2 cardiac catheterisation laboratories. Major clinical services include obstetrics, gynaecology, orthopaedics, rehabilitation and comprehensive cancer and critical care services.

Our values of Compassion, Justice, Integrity and Excellence are founded in the history and traditions of the Sisters of Mercy and inspired by the Sisters of Charity. Our mission is to bring God's love to those in need through the healing ministry of Jesus. Grounded in the Christian tradition, our mission and values are supported through the observance of our code of conduct and code of ethical standards.

Mater Hospital is fully accredited by the Australian Council on Healthcare Standards and is committed to person centred care and the provision of a safe workplace for staff, doctors, patients and visitors.

KEY POSITION DETAILS

Position Title:	Pastoral & Spiritual Care Worker	Reports To:	Pastoral & Spiritual Care Manager
Department:	Pastoral & Spiritual Care	Location:	Mater Hospital Sydney
Agreement:	Support Services Enterprise Agreement	Classification:	Level 6

POSITION PURPOSE

The position provides Pastoral & Spiritual Care Services to patients, families, significant others and staff of the Mater Hospital, Sydney.

The position will work within the framework of the Mission, Vision, Values and Philosophy of St Vincent's Health Australia. The position will maintain personal and professional standards in accordance with the Code of Ethics for Pastoral Care in Health Care Settings and the Code of Conduct of SVHA.

KEY ACCOUNTABILITIES

Key Accountabilities		
Accountability	Major Activities	Key Performance Indicators (KPI)
Pastoral & Spiritual Care	<ul style="list-style-type: none"> Provides spiritual and emotional support and pastoral counselling to patients, families, significant others and staff, as requested. Accompanies family, friends and carers through hospital procedures following the death of a patient. 	<ul style="list-style-type: none"> Providing spiritual and emotional support, and pastoral counselling to patients, families and friends, ensuring ethical boundaries are maintained Maintaining the appropriate system of records and statistics.



	<ul style="list-style-type: none"> • Ensures that the sacramental needs of patients are met. • Participates in discussions and meetings with other members of the multi-disciplinary team. • Arranges referrals in response to requests by patients and families for denominational ministry. • Arranges referrals to appropriate services e.g. social work • Coordinates and/or facilitates Prayer, Memorial and Funeral Services arrangements. • Assists in the preparation for and attendance at funerals, as appropriate. • Is involved in projects that support the work of the pastoral & spiritual care team in delivering services to patients, staff and their communities. 	
Quality Improvement	<ul style="list-style-type: none"> • Participates in the Hospital's Quality Improvement program. • Participates in collection of data and production of statistics/reports relevant to services managed on a daily, weekly and monthly basis or as required. • Promotes customer service and best practice. • Continually strives to maintain the highest standards of work. 	<ul style="list-style-type: none"> • Continual improvements in the quality of care and service delivery.
Relationship Management	<ul style="list-style-type: none"> • Communicates effectively with Management and Staff in order to achieve set tasks. • Liaises, negotiates and builds effective working relationships with key internal and external networks, to ensure that the interests of St. Vincent's Health Australia Sydney are appropriately represented. 	<ul style="list-style-type: none"> • Relationships and communication channels are established and fostered. • Ongoing effective communication with staff and external networks. • Procedures and strategies developed and implemented, and consistently applied.
Personal/Professional Development	<ul style="list-style-type: none"> • Actively participates in team activities. • Participates in performance appraisal and team review programs. • Participates in appropriate professional development programs and team meetings. 	<ul style="list-style-type: none"> • Attends regular supervision • Attends professional development programs to maintain and increase skills and knowledge • Attends staff meetings monthly

	<ul style="list-style-type: none"> Undertakes a spiritual retreat on an annual basis, following consultation with the Pastoral & Spiritual Care Coordinator. 	<ul style="list-style-type: none"> Participation in annual review of work including a performance appraisal.
Committee Participation	<ul style="list-style-type: none"> Participates in Hospital/Department Committees to support the contribution by Pastoral & Spiritual Care Services to the successful achievement of hospital and department objectives. Provides a professional and timely level of support for hospital meeting activities. 	<ul style="list-style-type: none"> Level of involvement in various Hospital / Departmental Committees, as directed and appropriate. Documents for Committees are produced in a timely and accurate manner. Recording and drafting of minutes for Committee meetings is completed, as required. Correspondence relating to decisions arising from Committee meetings is prepared as required.
Workplace, Health & Safety	<ul style="list-style-type: none"> Adhere to all policies, procedures and legislative requirements in relation to Workplace Health & Safety, Bullying & Harassment in the Workplace Policy requirements. Ensure that compliance with the code of ethical standards for Catholic Health & Aged Care providers, legislation, acts, awards and agreements is maintained. Operate within delegated responsibilities as set by Mater Hospital Sydney and St Vincent's Health Australia 	<ul style="list-style-type: none"> Employee complies with the requirements of the WH&S Act and all relevant WHS, and injury management policies and procedures where industrial agreements required are met. RiskMan is used to report hazards and any workplace injuries.

INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following capabilities:

Capability		Demonstrated Behaviour
Personal	Personal Effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/Client Centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation & Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between departments

People	Working With & Managing Others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

SELECTION CRITERIA

ESSENTIAL REGISTRATION, LICENCE, OR QUALIFICATION REQUIREMENTS

- Minimum of 1 units in Clinical Pastoral & Spiritual Care Education
- Tertiary education, experience and qualifications in counselling, theology or equivalent

SKILLS/EXPERIENCE

- Experience in working with individuals to meet their emotional and spiritual needs.
- Experience in working in a health care setting.
- Knowledge and understanding of the Catholic faith and sacraments
- Commitment and respect for the principles and values that underpin all faiths and religions
- Demonstrated understanding of models of loss and grief
- Demonstrated understanding of models of engaging and working with clients
- Demonstrated capacity for effective teamwork
- Ability to manage time effectively and efficiently.
- Highly developed interpersonal skills including oral and written skills.
- Proven capacity to work independently
- Competency in use of basic IT
- Demonstrated knowledge of WH&S

AGREEMENT

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all Mater Hospital Sydney requirements, policies, procedures, by laws and directions.

Name:

Signature:

Date: