

Position Description

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| Position Title | Spiritual Wellbeing Coordinator | Reports to (title) | Executive Director - Mission & Ethos |
| Directorate | Mission & Ethos | Sub Directorate | Mission & Ethos |
| Service Unit | Mission & Ethos | Location | West Perth |
| Classification Band | Level 7 | Award/Agreement | MCS General Staff Agreement 2013 |
| Date of Review | 17 January 2024 | | |

1 Position Purpose

The primary purpose of this role is to collaboratively support the education and awareness of the integral importance of spirituality to a person's wellbeing and to ensure the relevant and meaningful spiritual care is accessible for staff and service users across MercyCare services. It has a particular focus on supporting and coordinating the provision of spiritual care services to meet the spiritual, religious and emotional needs of residents, families and staff within our Residential Aged Care (RAC) homes. Through a person centered, holistic human development approach the role respects and engages with spiritual, cultural and religious diversity and is fundamental to the spiritual and pastoral care services offered at MercyCare. The role is to be exercised in a manner that is integrated and collaborative with other roles and adheres to MercyCare's Mission Ethos, Values and Ethics.

2 Dimensions and Working Relationships

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| Positions directly supervised and total number of report (direct and indirect) | Directly: <ul style="list-style-type: none"> 3 x Spiritual Care Practitioners Volunteers Indirectly – Nil |
| Working relationships (internal and external) | <ul style="list-style-type: none"> Internal Customers – Residential Aged Care residents and clients External Customers – Spiritual and cultural groups or organisation's Peers – Mercy Care employees May be required to supervise volunteers and students |

3 Major Accountability Areas

| Key Objective | Key Outcomes |
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| Deliver Outcomes - Deliver a meaningful Residential Aged Care, Spiritual Care program which enhances the wellbeing of our residents | <ul style="list-style-type: none"> Support the Spiritual Care Practitioners to understand, record and respond to each residents social, emotional, cultural and spiritual needs, interests and preferences Work closely with the Service Managers & Wellbeing Coordinators to ensure consistency in Spiritual Care across Residential Aged Care sites Coordinate the delivery of a RAC spiritual care program which meets a resident's social, emotional, cultural and spiritual needs ensuring residents live their best life Ensure that all sites maintain appropriate documentation, spiritual care assessments for each resident and that there is evidence to ensure compliance with the aged care standards Monitor, review, and report on the effectiveness of RAC Spiritual Care service as required Support the education and awareness of spirituality and spiritual care within staff, residents and families. |
| Operational Excellence - | <ul style="list-style-type: none"> Working with the Executive Director of Mission & Ethos to deliver |

Contribute to the ongoing development of MercyCare's Spirituality approach

spirituality and spiritual care education and awareness to MercyCare staff at MercyCare services across Perth.

- Deliver meaningful and inclusive spiritual activities and workshops for staff and clients as relevant.
- Contribute to the expansion of a Spiritual Care model in Home Care.
- Respond to spiritual care needs and crisis situations as they arise.
- Contribute to MercyCare's Wellbeing Strategy, ensuring spiritual needs are addressed.

People Engagement

- Support the creation of a working environment for the Spiritual Care Practitioners which is reflective of MercyCare values and allows all personnel to reach their full potential
- Collaborate with peers across the MercyCare network to improve practice and deliver a consistent approach to Spirituality and Spiritual Care
- Ensuring processes are in place for the recruitment, supervision and training of spiritual care staff and volunteers working within a RAC
- Provide mentoring, support and facilitate a network for RAC Spiritual Care Practitioners.
- Provide Spiritual Care practitioner relief at sites as needed
- Working with the ED Mission & Ethos to provide spiritual care training for staff
- Working with the Aged Care support team in the implementation of the guidelines for spiritual care in Aged Care
- Working with the MercyCare Wellbeing Officer to support the overall spiritual wellbeing of staff.

Safeguarding Children

- Provides a welcoming and safe environment for children and young people.
- Adheres to MercyCare's Safeguarding Children and Young People Procedure in relation to the appropriate treatment of children.
- Promotes the safety and wellbeing of children and young people who come into contact with MercyCare.
- Ensures that interactions with children and young people are positive and safe.
- Provides adequate care and supervision of children and young people in your charge.
- Acts as a positive role model for children and young people.
- Reports any suspicions, concerns, allegations or disclosures of alleged abuse to management in a timely manner.
- Raise any concerns about abuse or neglect of children or young people with the Safeguarding and Inclusion Officer where needed.
- Reports any relevant police matters that arise during your period of employment including criminal charges or convictions.

Occupational Safety and Health

- Ensures safe working environments are provided for employees, volunteers, contractors and visitors
- Models compliance with relevant legislation, professional standards, policies, procedures and instructions
- Ensures that all risk, hazards and incidents are investigated, and adequate controls applied
- Consults with employees and their representatives on safety and health matters

4 Decision Making Authority

Authority to commit resources of MercyCare in line with the Operational Delegations of Authority.

5 Position Demands (including physical demands, challenges of the sector etc)

Position Demands include:

- Understanding the challenges of managing a volunteer workforce and ensuring outcomes are delivered by the volunteers
- Being available to support volunteers during challenging times including the death of a resident they may have been close to
- Work with families and loved ones to adapt a partnership model of care, focused on encouraging meaningful interactions between residents and families
- Liaise with education providers and their students to facilitate placements which not only enhance learning but also promote wellbeing in our residents.

6 Position Holder Requirements

Formal Qualifications

- Completed formal Pastoral Studies such as CPE (Clinical Pastoral Education)
- Formal tertiary qualifications in Spiritual Care and Pastoral Care, Theology, Social Work, Nursing or relevant disciplines

Skills, knowledge and experience (*including technical skills*)

- A demonstrated understanding and commitment to the spiritual care needs of the elderly, their friends and families
- Demonstrated experience with the life processes of grief, dying and death, with experience in aged care services and working with elderly people is desirable
- Demonstrated competence in the theory and application of sound spiritual and psychological principles in pastoral care situations
- The ability to create and lead spiritual reflection, embrace diversity and work across religious and spiritual traditions
- A commitment to person-centered practice and willingness to ongoing learning and development in adopting the approach
- Be a person with an active spirituality and a living spiritual base
- A willingness and ability to embrace the core values and ethical principles of aged care
- Assessment and care planning skills including the use of a computerized care management system
- Leadership experience with the ability to drive and coordinate a diverse team
- Sound relationship building, interpersonal skills and emotional maturity
- Foundational counselling and group work skills
- Excellent verbal, written and digital communication skills
- Sound administrative, computer, planning and organisational skills
- A capacity to work both autonomously and collaboratively
- Demonstrates an understanding with MercyCare's policy and procedures in identifying and reporting of any risk and/or compliance related issues, hazards, concerns or incidents (including near misses).
- Demonstrates an understanding of your own safety and that of others in the workplace.

Special Conditions, Registration/s, Licenses

- Driver's Licence
- Working with Children Check (WWCC)
- Influenza and COVID Vaccinations preferred but not required
- National Police Clearance (issued within the last six months)
- MercyCare takes child protection seriously, and as an employee you are required to meet the behaviour standards outlined in our Safeguarding Children Procedure.

Capabilities

Personal Effectiveness: *Align values, strengths and commitment to achieve goals that enriches sense of self.*

People Engagement: *Communicate with, relate to, and interact effectively with others in ways that empowers and improves relationships.*

Operational Excellence: *Achieve results by demonstrating the right work culture, practices and processes.*

Deliver Outcomes: *Meet the strategic agenda through activities, performance and targets that are measured and ethically responsible.*

7 MercyCare Values

MercyCare is committed to employing a caring, responsive and dedicated workforce and who provide services that enhance the quality of life in the community

Respect: We value the inherent worth of each person and the natural environment.

Integrity: We are honest, genuine, accountable and reliable

Compassion: We respond with open hearts and minds to people's needs

Justice: We recognise everyone's right to a fair share of resources and opportunities

Excellence: We strive for outstanding performance and creativity

Courage: We promote a mind and spirit that faces up to and engages with challenges

Approval

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| Line Manager: | Executive Director, Mission & Ethos | Date: | 17 January 2024 |
| HR Endorsed: | Manager, HR Services | Date: | 17 January 2024 |
| WGEA Classification: | LSWP | HR Position Title: | Spiritual Wellbeing Coordinator |

The approval process is to reflect that the position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (Line Manager). The purpose of this position description is to serve as a general overview of the accountabilities, knowledge, skills and competencies required for this role. It is not intended to represent the entirety of the job and therefore the occupant of the position may be required to perform other reasonable work-related duties that are not specifically listed herein.