|  |  |
| --- | --- |
|  | Pastoral Care Practitionercalvary RIVERINA hospitalVersion: 1.0 |

|  |  |
| --- | --- |
| **Position Title:** | Pastoral Care Practitioner |
| **Position Number:** | B00154 | **Cost Centre:** | B1810 |
| **Site/Facility:** | Calvary Riverina Hospital |
| **Department:** | Pastoral Care |
| **Enterprise Agreement** | Calvary Health Professionals and Support Services EA  |
| **Classification:** | Years 1-5 |
| **Reports To:** | Pastoral Care Manager |
| **Date of Preparation:** | February 2024 | **Date Updated:** | February 2024 |
| **Primary Purpose** |
| Provision of emotional and spiritual support for patients/families/carers and staff |
| Organisational Environment |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary Riverina we work together to provide opportunities that empower and enrich our staff.  |
| Accountabilities and Key Result Areas |
| ***Professional:**** Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures
* Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.

***Documentation:**** Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

***Communication:**** Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the Organisation
* Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

***People and Culture:**** Demonstrated experience and understanding of the need for continuation of both personal and professional development
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work collaboratively and in partnership with visiting medical staff, with members of the wider health care team and with community supports to ensure the highest standard of care for patients and their families.
* Adhere to and actively participate in the development, interpretation and integration of the policies and procedures.
* Actively participate in committees and meetings and act to remain abreast of current issues within the organisation and to represent concerns of the department to the wider hospital.
* Identify and implement appropriate employee development and training initiatives to enhance clinical competency and service delivery.
* Provide educational leadership, role modelling and advice for management and staff to facilitate best practice initiatives which ensure quality patient care and service outcomes.

***Excellence in Care:**** Practice to highest professional standard as guided by the relevant professional body.
* Apply effective interpersonal communication skills when working with all members of the care team
* Proven commitment to quality care with compassion and a non-judgmental attitude.
* Effective decision making skills

***Service Development & Performance:**** Contribute to the ongoing monitoring, review and development of the operation of the stream.
* Promote a collaborative environment that facilitates creativity, innovation and learning to achieve effective and efficient patient outcomes.
* Integrate research opportunities to support evidence based practice that improves the safety and effectiveness of patient care relevant to the clinical unit.
* Assist and support the implementation of service changes to support the Calvary strategic direction.
* Actively participate in Quality improvement projects and auditing as required to meet National Standards and our Accreditation process.
* Positive support of innovation in organisational development
* Actively participate in the quality auditing process

***WH&S Responsibilities:*** * Take reasonable care of your own health and safety and the health and safety of others in the workplace
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests
* Report to your supervisor any incident or unsafe conditions which come to your attention
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
* Commitment to ensuring a safe working environment for both internal & external clients through participation in safety audit programs.
* Promote, demonstrate & participate in quality & risk management activities in accordance with Calvary risk management strategies.
* Actively strive to ensure identified risks are rectified.

***Wise Stewardship:**** Participates in the strategic and business planning processes, working collaboratively in developing the Local Service Plan and budget.

***Community Engagement:**** Establish and maintain effective relationships with medical, allied health, paramedical and other health care providers to promote an open and informed interchange of information.
* Promote ongoing credibility and efficient working relationships
* Engage in community consultation and consumer participation.

***Mission:**** Carry out duties in accordance within the mission and values of Hospitality, Healing, Stewardship and Respect
* Ensure that work is practiced and provided in accordance with the Mission of Calvary
* Ensure that staff are aware of and practice care within the guidelines of the CHA Code of Ethics
 |
| **Key Relationships** |
| Internal: | * Pastoral Care Manager
* Director of Mission
* Department Managers
* Staff
* Patients/families/carers
 |
| External: | * Chaplains & Faith Tradition Representatives
 |
| **Position Impact** |
| Direct Reports: | N/A |
| Budget: | N/A |
| Selection Criteria |
| **Essential:*** One Basic Unit of Clinical Pastoral Education and/or a Pastoral Ministry Course and/or equivalent qualification and/or extensive relevant experience.

**Desirable:*** Effective communication & interpersonal skills
* Recent experience in hospital pastoral care practice
* Tertiary qualification relevant to Pastoral Care
 |
| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |