1. **POSITION DESCRIPTION**

Position Title: Care Coordinator / Clergy Care Nurse

Department: Clergy Life and Ministry

Location: George Maher House, Queens Pde, Fitzroy North

Employment Status: Permanent, Part Time (28 hours / 4 days per week)

Reports to: Coordinator – Clergy Care Retired

Number of direct reports: n/a

1. **POSITION PURPOSE**

The Care Coordinator is responsible for developing and implementing health and wellbeing strategies for Catholic Archdiocese of Melbourne’s community of retired clergy, through broad-based program design and education, and via individual case management.

The Care Coordinator assesses individual needs, brokers appropriate services, monitors the delivery of care packages and advocates for clergy, who reside in independent living or aged care, or are in hospital.

1. **DEPARTMENT OVERVIEW**

The Clergy Life and Ministry Office provides personal support to active and retired clergy and promotes a culture of health and wellbeing and ongoing formation for all clergy within the Archdiocese of Melbourne: the focus being on spiritual, emotional, physical, and mental health, ongoing education and skilled ministerial leadership.

1. **ORGANISATIONAL DESCRIPTION**

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**
* Develop and lead the implementation of health and wellbeing strategies for the priest community through education, and individually through case management.
* Organise community services that aid retired and/or elderly priests to remain living within their preferred setting.
* Support a culture of health and well-being in the retired priest cohort.
* Provide reassurance and security through regular contact (telephone & visitations).
* Assess individual needs, broker appropriate services, monitor care package delivery and liaise with service providers and community agencies.
* Advocate for retired clergy who reside in aged care or are in hospital.
* Maintain records and assist other members in the Clergy Care Team as required.
* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
1. **JOB COMPETENCIES – (SKILLS)**
* Division 1 Registered Nurse with AHPRA
* Gerontology Nursing qualifications or equivalent experience (highly regarded)
* Well-developed community nursing skills, ideally as they relate to the assessment for aged care, with the ability to develop and maintain support networks
* Excellent verbal and written communication skills
* High level of attention to detail, quality and accuracy
* Victorian driver’s licence
* National Police record and Working with Children Checks (essential)
1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
* Sound time-management skills and ability to prioritise
* Ability to relate to a variety of people from a range of differing cultural backgrounds, who have a range of health issues
* Sound ability to develop positive, empathetic and professional relationships with clergy and their families; to work with a spirit of compassion and tolerance in a team environment
* High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching
* Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners
1. **KEY SELECTION CRITERIA**
* Division 1 Registered Nurse with AHPRA
* Gerontology Nursing qualifications or equivalent experience (highly regarded)
* Well-developed community nursing skills, ideally as they relate to the assessment for aged care, with the ability to develop and maintain support networks
* Ability to relate to a variety of people from a range of differing cultural backgrounds, who have a range of health issues
* Sound ability to develop positive, empathetic and professional relationships with clergy and their families; to work with a spirit of compassion and tolerance in a team environment
* Victorian driver’s licence
* National Police record check and Working with Children Check (essential)
1. **OUR WORKPLACE VALUES**

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom**: Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity**: Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty**: Blessed are those who act honestly, they will be trusted by others.
4. **Compassion**: Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability**: Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness**: Blessed are those who are able to forgive, for they will be forgiven.
7. **Generosity**: Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage**: Blessed are those who have the courage of their convictions, for they are modern heroes and heroines.[[1]](#footnote-1)

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Care Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

1. Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009 [↑](#footnote-ref-1)