



Position Description

Position Title:	Manager – Pastoral Care & Mission Integration		
Position Number:		Cost Centre:	U9170
Site/Facility:	The role is based in the Collins Street Office and is expected to visit each allocated site every 4 – 6 weeks.		
Department:	Mission		
Enterprise Agreement	Salary		
Classification:	Salary		
Reports To:	Regional Director of Mission		
Date of Preparation:	May 2022	Date Updated:	Feb 2025

Primary Purpose

The Manager – Pastoral Care & Mission Integration, is a leader in the overall provision of contemporary Pastoral and Spiritual Care in the tradition of the Little Company of Mary to residents, carers and staff in Calvary's aged care homes and community care services within the region of Victoria. This includes, but is not limited to:

- managing direct report staff,
- maintaining quality practice standards,
- developing referral pathways,
- resource allocation,
- financial accountability,
- service innovation and development and
- strategies that will aid in the development and promotion of Calvary's Mission in the designated Region

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their

identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

Role

Calvary in Victoria consists of 31 homes, 1 public hospital and 3 community care centres across 5 subregions. The Manager – Pastoral Care & Mission Integration is allocated approximately 12 aged care homes (pro rate for part time roles).

Mission

- Develops and takes responsibility to implement policies, practices and procedures to ensure the integration of mission and values are embedded across services, using the Mission Governance Framework as a way of measuring success
- Promotes education, benchmarking, measurement and reporting of mission integration activities as required by the Mission Governance Framework.
- Oversight of the celebration of Mary Potter awards and celebration of service, and other significant dates and events in the mission calendar e.g. NAIDOC week
- Uses a variety of resources to tell the story and support the charism of the LCM Sisters and Little Company of Mary Health Care in the context of the current models of person centred care.
- Supports volunteer services in their unique contribution to living the Spirit of Calvary 'Being for Others'.

Pastoral Care

- Responsible for developing and overseeing Pastoral Care services including the day to day management in partnership with the Regional Director of Mission and site managers.
- Accountable for the development of safe, highly effective and quality pastoral care as outlined in Calvary's Pastoral Care Policy and embed reporting through clinical and corporate Governance processes
- Management of Pastoral Care aged care workforce within the region, ensuring effective orientation, induction, and ongoing professional development and supervision.
- Assisting each home to develop partnerships with faith representatives and cultural elders to enhance the spiritual care of residents and those being cared for at home.
- Education of staff, clients and residents on the scope and role of pastoral care services
- The provision of Pastoral Care services as required.

Spiritual Care

- Work with care staff to understand the provision of spiritual care within the broader Model of Care.
- Embed the concept of spiritual care within Calvary Community Care services.
- Encourages reflective practice at all levels of the service.

Accountabilities and Key Result Areas

People and Culture:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- 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.
- Articulates and makes operational Calvary's mission and values within the region as a credible driving force for the common good.

- Models a leadership style that is collaborative, flexible and goal oriented; ensures that the values of hospitality, healing, stewardship and respect are reflected in undertaking the duties of the position.
- Develops, supports and engages in a team approach to leadership.
- Displays effective leadership in and brings clarity of vision to a complex setting, marked by religious, cultural and work style diversity.
- Works collaboratively with the Regional CEO, Regional DOM, General Managers and their teams in articulating, promoting and communicating throughout the region, the healing ministry of Jesus as expressed in the philosophy, mission, vision and values of Calvary.
- Ensures the values of the organisation are reflected in its culture and the behaviours of its people.
- Actively promotes and engages in the nurturing of leaders, particularly senior managers.

Excellence in Service Delivery:

- Models and promotes a culture of open disclosure, reliability and accountability.
- Works with GMs, home managers and relevant staff to offer inclusive experiences of spirituality, ritual and community to residents, clients and staff.
- Ensures ongoing ethical reflection, analysis and ethics education occurs within the service.
- Promotes Calvary's approach to end of life care including the ethical response to Voluntary Assisted Dying legislation, and supports staff to continue the Mission of the Sisters of the Little Company of Mary
- Promotes regular analysis and distillation of feedback from the people we serve, staff, volunteers and visitors.

Excellence in Service Development:

- Assists to implement appropriate orientation, formation and ongoing education for staff, partners and contractors with regard to mission integration and related areas.
- Advocates for people most vulnerable and at-risk in the community and supports care-related initiatives
- Supports local environmental plans of action.

Wise Stewardship

- Contributes strategically to the integration of services within the region.
- Regularly reports to and/or advises the Regional Director of Mission and General Manager in relation to all outcomes related to mission governance, the Mission Governance Framework and any emerging external and internal issues of non-compliance with ethical guidelines or the teachings of the Catholic Church.
- Complies with relevant Calvary WHS policies, procedures, work instructions and requests.
- Reports any incident or unsafe conditions that come to attention.
- Observes any additional requirements as outlined in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary Connect).

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)

Key Relationships	
Internal:	<ul style="list-style-type: none"> National Manager, Pastoral Services General Managers Home Managers Pastoral Care and Mission Workforce Residents, patients, their families, and carers Leisure and Lifestyle staff All staff Volunteers
External:	<ul style="list-style-type: none"> Community groups and faith organisations, both regional and local to site e.g. Catholic parish Professional organisations: Meaningful Ageing Australia, Spiritual Health Association, Catholic Health Australia Sector providers Providers of Spiritual Care/Cultural Elders/Veterans Association Educational providers e.g. Clinical Pastoral Education
Position Impact	
Direct Reports:	<ul style="list-style-type: none"> Pastoral Care workforce across the (designated) region
Budget:	Nil
Selection Criteria	
<p>Essential</p> <ul style="list-style-type: none"> Experience and qualifications in pastoral/spiritual care and in one of the following areas: mission leadership, allied health, counselling, nursing or equivalent Experience in leading and managing a team(s) in a complex environment Demonstrated ability to build professional relationships through effective management of conflict, capacity to problem solve and make decisions, whilst maintaining personal integrity. Demonstrated ability to support people through times of transition and change, including end of life. Sound knowledge of the principles of Catholic health care, ethics and social justice teachings or willingness to develop such knowledge A demonstrated understanding of the philosophy and practice of contemporary pastoral care in an aged care setting Class C Driver's Licence <p>Desirable</p> <ul style="list-style-type: none"> as above 	
Approvals	
Job Holder's signature:	Date:
Manager's signature:	Date: