



Position Description - Pastoral Care Practitioner

CALVARY JOHN JAMES HOSPITAL

Version: 1.2

Position Title:	Pastoral Care Practitioner		
Position Number:		Cost Centre:	Q1801
Site/Facility:	Calvary John James Hospital		
Department:	Mission		
Enterprise Agreement	Health Professionals and Support Services EA		
Classification:	Levels 1 - 3		
Reports To:	Pastoral Care Manager		
Date of Preparation:	20/6/2016	Date Updated:	30/09/2024

Primary Purpose

Provision of emotional and spiritual support for patients/residents/clients/carers/families and staff across Calvary's services in the ACT – Calvary John James, Bruce Private Hospital, Haydon Retirement Community and Community Care.

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 John James 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 relevant legislation, policies and procedures and equipment.
- Practice in accordance with Calvary and relevant Government Health and Aged Care 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 lead and develop a diverse team or 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 organization and to represent concerns of the unit to the wider hospital. Facilitates the flow of communication from organization to the unit and from the unit to the organization.
- Monitor the workload and wellbeing of staff, conduct annual performance appraisals, support and encourage staff with identification of learning needs and skill development.
- 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.
- Ensure that expenses budgets are achieved through ongoing monitoring and review of variance analysis and the implantation of remedial strategies.

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:

- Operate within the mission and values , Hospitality , Healing , Stewardship and Respect.
- Lead by example and communicate the values and Mission under which we are engaged.
- 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:	<ul style="list-style-type: none"> • Pastoral Manager • Director of Mission • Department Managers • Staff • Patients/families/carers
External:	<ul style="list-style-type: none"> • Chaplains & Faith Tradition Representatives

Position Impact

Direct Reports:	<ul style="list-style-type: none"> • Manager Pastoral Care and Mission Integration
Budget:	N/A

Selection Criteria

Essential:

- One Basic Unit of Clinical Pastoral Education and/or a Pastoral Ministry Course and/or extensive relevant experience.
- WWVP Card and Police Check.

Desirable:

- Effective communication & interpersonal skills.
- Recent experience in pastoral and spiritual care practice in hospital and other health/aged care settings.
- Tertiary qualification relevant to Pastoral Care.

Approvals

Job Holder's signature:	Date:
Manager's signature:	Date: