

JOB DESCRIPTION

SPIRITUAL CARE COUNSELOR

DEPARTMENT: HOSPICE

REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES - HOSPICE

POSITION SUMMARY:

This position is responsible for making hospice home visits or telephone calls to assess spiritual needs and to develop a plan that supports a multi-faith approach to meeting the spiritual needs of our patients, family members and caregivers. This position is part of the interdisciplinary team and promotes the mission, values and vision of the agency/hospice.

ESSENTIAL JOB FUNCTIONS:

- Initiates spiritual assessment for patients and/or family members as needed in a timely manner.
- Facilitates development of (within the interdisciplinary team) a plan of care to meet identified spiritual needs.
- Provides direct spiritual care as indicated or desired.
- Serves as a liaison with community religious resources; refers appropriately to same.
- Provides educational outreach to community clergy regarding hospice and other programs.
- Counsels/instructs families and staff in meeting spiritual needs of patients.
- Represents hospice and/or volunteer programs in community and presents information, i.e., speaker's bureau, grief support.
- Participates in hospice team meetings and orientation/training of staff and volunteers to ensure accreditation standards of service are met.
- Documents and maintains required statistics, reports and case record information.
- Interacts with all levels of hospice and agency staff, patients, families, and caregivers.
- Represents multi-faith spiritual support for all staff, patients, families, and caregivers.
- Assists in supervision of spiritual care volunteers when assigned to patients/families/caregivers.
- Offers assistance to families with pre-need arrangements; i.e., choosing a mortuary.

SPIRITUAL CARE COUNSELOR

- Provides funeral or memorial services for patients as requested.
- Plans periodic memorial services to meet the needs of staff, volunteers, and community facilities.
- Accepts and performs other related duties as required.

QUALIFICATIONS AND REQUIREMENTS:

EDUCATION

Master of Divinity (M.Div.) Degree or equivalent graduate degree, including theological studies preferred. Other equivalent training and experience may be considered.

Successful completion of at least one unit of Clinical Pastoral Education (CPE) or equivalent clinical training and experience.

EXPERIENCE

Working with death and dying individuals/families/caregivers.

Ability to work as a member of the interdisciplinary team.

Ability to provide a multi-faith approach to spiritual care.

Knowledge of the rites and beliefs of the world religions and spiritual practices and ability to share this knowledge with hospice interdisciplinary team.

Ability to accept different lifestyles, cultures, beliefs, and values.

Ability to network with community clergy and congregations.

Knowledge of and commitment to hospice philosophy care.

Hospice experience preferred.

SPIRITUAL CARE COUNSELOR**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:****Employee must have ability to:**

- Must be able to sit, stand and walk constantly, bend/stoop, squat/crouch, climb stairs, and kneel occasionally.
- Speaking/hearing in person and on phone constantly.
- Oral communication, speaking clearly constantly.
- Hearing conversation, reading and writing constantly.
- Close eye work, small figurines, etc., color differentials, and three dimensional sight constantly.
- Distinguish temperature by touch and by proximity occasionally, distinguish soft tones constantly.
- Hands repetitive motion and gross manipulation constantly. Right and left hand simple grasp (under 50 lbs.) firm grasp (over 50 lbs.) occasionally.
- Ability to reason, deduce, remember, and carry out complex multiple-step processes. Education and cognitive function at the B.S. degree level.
- Thought processes capable of time management and prioritization.
- Work alone and with others constantly, independent problem solving constantly.
- Exposure to public, patient, staff, and physician constantly. Fast work pace frequently, frequent change, exposure to emotional crisis of others, frequent interruptions and meeting deadlines constantly.
- Protective gloves and gowns required occasionally.
- Environmental requirements (possible exposure to): Blood/body fluids and infectious disease occasionally, dust, changing climate, sharp objects, abusive language from patients and violent behavior from patients occasionally, working with computers, driving auto equipment and confined spaces constantly.
- Strictly maintain confidentiality.

SPIRITUAL CARE COUNSELOR

Criteria based on need to perform:

- Arranging transportation to client home.
- Communication ability that is understandable to the diverse general public in person and by phone.
- Physical ability to access client homes of all types that do not have special accommodations for the disabled.
- Competent mental processing to grade 16.

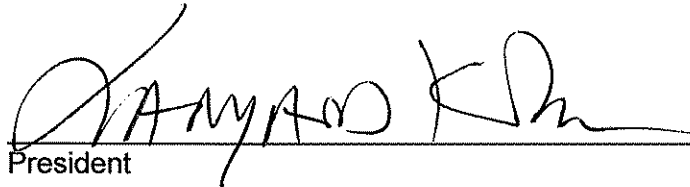
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



President

1-15-10

Date

Supervisor

Date

Employee

Date