

Job Description

Job Title:	Chaplain/Spiritual Care Co-ordinator
Band:	Band 6
Responsible to:	Family Support Team Leader
Accountable to:	Matron
Liaise with:	Members of the multi-disciplinary team Leaders of all faiths in the local community

Job Summary

To work as full member of the multidisciplinary team, bringing a spiritual perspective to the support of patients, families, carers, staff and volunteers. To assist in the management of the Family Support service

1. Spiritual care function

The post holder is responsible for: -

- 1.1 facilitating spiritual support of patients, families and members of the hospice team, encouraging open communication with all members of the multi-disciplinary team.
- 1.2 networking and liaising with leaders of all faiths and/or other spiritual support.
- 1.3 assisting with regular reflection meeting and the organisation of annual hospice services e.g. Service of Thanksgiving and Remembrance, in conjunction with the Family Support Team Leader.

2. Management

The post holder shall: -

- 2.1 assist in leading, motivating and developing the Family Support Service, to provide spiritual support to patients, families, carers and members of the Hospice team.
- 2.2 provide reports and statistics as required and attend meetings with other members of the multidisciplinary team
- 2.3 participate and inform the clinical governance process, as appropriate.
- 2.4 participating in the hospice team's education programme and induction

- 2.5 in conjunction with the Counsellor, risk assess referrals to the service, priorities and allocate to members of the team.
- 2.6 In conjunction with the Counsellor provide clinical supervision to members of the team

3. Education

The post holder shall:

- 3.1 participate in education sessions both for the hospice and other agencies
- 3.2 take part in training the volunteers of the Family Support Service.
- 3.3 be prepared to represent the Hospice. at functions and to promote public awareness of the work of the Hospice

4. PROFESSIONAL FUNCTION

The post holder will: -

- 4.1 undertake further training and development relevant to the post.
- 4.2 belong to the Association of Hospice Chaplains, if ordained.
- 4.3 attend regular external supervision.
- 4.4 take part in annual appraisal and six month reviews

5. ADDITIONAL INFORMATION

- 5.1 This job description sets out the key tasks and responsibilities. It is not intended to be comprehensive. It is essential that it should be regarded with a degree of flexibility so that the changing needs of our patients and the hospice can be met.
- 5.2 There is a requirement to comply with all the hospice policies and guidelines, including those relating to Health & Safety, confidentiality and the Data Protection Act.
- 5.3 Each member of the hospice team has a responsibility to contribute to the clinical governance programme.
- 5.4 This job description will be reviewed with the post holder annually.

'team' refers to all members of staff including volunteers.