

Job Description

Job Title: Chaplain

Location:

Hours:

Internal Relationships:

- Responsible and accountable to The Director of Clinical Services
- To be part of the Patient and Family Support Team providing support to the Day Hospice, Hospice at Home and the In-Patient Unit

Role Purpose:

To offer spiritual and, where appropriate, religious care to patients, carers, staff and volunteers within the Hospice

This includes:

- Managing and developing the chaplaincy service within the Hospice
- Playing a lead role in developing the provision of relevant spiritual care provided by all clinical staff to patients and relatives of all faiths and those who do not belong to a particular faith community
- Acting as a specialist resource for the Hospice community in relation to religious, theological, ethical and bereavement issues
- Contributing to the bereavement services provided by the Hospice which includes planning, facilitating and performing relevant rituals for the deceased and bereaved
- To work within the multi-disciplinary team to ensure best practice and a high standard of patient care as well as adhering to the Care Quality Commission standards

Responsibilities and key result areas:

- **Spiritual care:** assess, develop, and implement spiritual care for patients and families as they seek to come to terms with situations of loss. Establish and maintain links with leaders of other major faith communities to respond to patient need.
- **Chaplaincy team:** recruit, supervise and manage a small team of volunteers.
- **Worship:** to be responsible for the provision of ecumenical worship appropriate to the life of the Hospice. Appropriate religious rituals are also performed at a patient's bedside on request. The chaplain also ensures resources (including appropriate physical space) are available for members of faith communities to worship as and when they need to.
- **Resources:** offer appropriate and informed ethical, theological, and pastoral resources to the multidisciplinary team and to external agencies.
- **Multidisciplinary working:** to work as part of a multi-disciplinary hospice team, ensuring patient needs are met. This will include regular input to appropriate meetings.
- **Education:** plan, organise and deliver educational courses and seminars for healthcare professionals. Participate in delivering multidisciplinary education and training. Devise and deliver course material to undergraduate and postgraduate students from a variety of disciplines, in collaboration with Hospice education department.

- **Bereavement service:** participate in the Hospice bereavement service to relatives and carers of patients who have died under the care of the Hospice, including the Hospice's Time to Remember for bereaved relatives.
- **Funerals:** construct, plan and perform funerals with bereaved relatives when requested and as appropriate.
- **Professional Development:** maintain and develop knowledge of the care of the dying and bereaved. Be a member of the appropriate professional body(s) for healthcare/hospice chaplains. Embark on ongoing study, reflection and spiritual development through regular study and attention to his/her own spiritual journey. Ensure regular pastoral/clinical supervision.
- **Ambassador and networking:** to represent the hospice at appropriate external forums and participate in the development of community initiatives.
- **Audit:** contribute to the overall hospice audit programme.

Assistance

The hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

Confidentiality

You should be aware of the confidential nature of the job. Any matter of a confidential nature relating to Staff, Volunteers, Patients, Carers, and Relatives etc. must not be divulged to any unauthorised person.

Data Protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Health and Safety

You are required to take reasonable care of your own health & safety and that of others who may be affected by your acts or omissions. You should ensure that statutory regulation, policies, codes of practice, safety and good housekeeping rules are adhered to, attending training and fire lectures as required.

This Job description is not exhaustive and the post holder may be required to undertake any other duties that may within reason be required from time to time. The post holder will also be expected to demonstrate a flexible approach and the ability to carry out the responsibilities of the role in accordance with the needs of the Martlets Hospice.

The Hospice retains the right within reason to negotiate and vary this job description in light of business developments at any time in the future.

Job description prepared/updated by: Date
Manager

Name of Post holder;

Signature of post holder: Date