



Provincial Job Description

TITLE:
(133) Spiritual Care Coordinator

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for assessing, planning, coordinating and facilitating the delivery of spiritual care to clients/patients/residents/families/staff.

QUALIFICATIONS:

- ◆ **Bachelor degree in Theology**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Counseling skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous:** **Twelve (12) months previous experience including delivery of spiritual care and dealing with emotional/ill/special needs clients/patients/residents/families.**

KEY ACTIVITIES:

A. Administration

- ◆ Plans, facilitates services (e.g., memorial, seasonal).
- ◆ Chairs committees.
- ◆ Prepares reports.
- ◆ Maintains patient lists.
- ◆ Liaises with spiritual care volunteers and clergy.
- ◆ Maintains contacts throughout region/facility via visits and committees.

B. Education / Training

- ◆ Prepares and conducts workshops/seminars for volunteer lay visitors.
- ◆ Provides staff with practical education of religious faiths to assist them in understanding clients/patients/residents and family spiritual needs.
- ◆ Provides information and reading material valuable for emotional and spiritual needs to client/patient/resident, family and staff (e.g., Bibles and literature).

C. Pastoral / Spiritual Care

- ◆ Assists clients/patients/residents, families and staff with meeting their spiritual care needs (e.g., books and prayers).
- ◆ Works with the Palliative Care team and Home Care.
- ◆ Visits with patients when clergy and/or lay visitor not available.
- ◆ Contacts clergy in emergencies.
- ◆ Provides comforting and counseling services to clients/patients/residents/families/staff directly and through special services (e.g., memorial services).

D. Public Relations

- ◆ Maintains contact with hospital auxiliaries and service clubs.
- ◆ Maintains contact with churches and Ministerial Associations.
- ◆ Conducts workshops and seminars, as well as services to the public.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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