


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Spiritual Care Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>133</u></p>
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<p>Decision Making</p> <p>Solutions to problems associated with comforting and counselling requires discretion in deciding how to best provide services to clients/patients/residents/family/staff. Assesses, plans, coordinates and facilitates the delivery of spiritual care to meet assigned objectives. Develops plans to achieve short term goals associated with facilitating and coordinating programs, workshops, courses and seminars.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Four (4) year Bachelors degree in Theology.</p>	<p style="text-align: center;"><u>6.0</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience including delivery of spiritual care and dealing with emotional/ill/special needs clients/patients/residents/families. Twelve (12) months on the job to become familiar with program planning and delivery, volunteer care providers and community resources, and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p>Independent Judgement</p> <p>Assesses, plans, coordinates, and facilitates delivery of spiritual care within generally accepted practices. Work involves a choice of methods or procedures, analysis and troubleshooting to meet the needs of clients/patients/residents and families in the provision of spiritual/emotional support and programs.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides spiritual guidance to clients/patients/residents, families and other employees/volunteers requiring Human relation skills which frequently involves emotionally charged situations. Contacts with hospital auxiliaries/service clubs/churches are of considerable importance when carrying out this service.</p>	<p style="text-align: center;"><u>5.0</u></p>

Impact of Action	Degree
<p>Determines and allocates resources for spiritual care programs. Develops workshops, courses and seminars to enhance or improve service delivery. Insufficiently considered decisions or misjudgments in delivery of spiritual care may cause deterioration in public, client/patient/resident and families relations.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision Provides functional guidance to clergy, lay ministers and others in the interpretation of policies and procedures within the facility/community. Provides limited direction to clergy and volunteers when coordinating visitation and support programs for clients/patients/residents/families.</p>	<p><u>3.0</u></p>
<p>Physical Demands Occasional physical effort walking, standing, with some travel.</p>	<p><u>1.0</u></p>
<p>Sensory Demands Regular sensory effort with computer operation, writing reports, reading, and comforting/listening to clients/patients/residents, families and staff.</p>	<p><u>2.0</u></p>
<p>Environment Little exposure to major conditions such as travel and exposure to infectious disease.</p>	<p><u>2.0</u></p>