



# Provincial Job Description

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**TITLE:**  
**(133) Spiritual Care Coordinator**

**PAY BAND:**  
**14**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

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

**QUALIFICATIONS:**

- ◆ Baccalaureate of Theology degree

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Counseling skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid driver's 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**

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

### **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 for emotional and spiritual needs to client/patient/resident, family and staff (e.g., Bibles and literature).**
- ◆ **Coordinates formal spiritual education with community organizations.**

### **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).**
- ◆ **Coordinates post discharge community spiritual services/supports.**

### **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.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: June 16, 2022**