



# 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**

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

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: June 12, 2018**