



JOB DESCRIPTION

Job Title:	Spiritual Care Specialist (Ordained / Non-ordained)
Salary:	Band E
Hours:	15 - 22.5 Hours per week
Department:	Based in the Community Team - to work Organisational-wide
Reports to:	Head of Community, Therapies and Support Services
Responsible For:	The provision and development of Spiritual Care within the Hospice
Tenure:	Permanent

1. JOB PURPOSE

- To be responsible for leading on Spiritual Care Support (irrespective of faith, non- faith, religion, and belief) across the organisation for patients, relatives, carers, staff and volunteers.
- To support all patients, families and carers in such a way that their Spiritual Care Support needs are met, being sensitive and responsive to concerns and fears they have about living with life limiting illnesses.
- To support all staff and volunteers through contact in the hospice.
- To respect the wish of patients and families that choose to decline Spiritual Care Support, and to not proselytize own beliefs.
- To co-ordinate and lead a team of Spiritual Care Champions (made up of Staff and Volunteers) within the hospice and to work with other external Faith Leaders to ensure delivery of seamless service to meet the needs of all users.
- To support all Hospice Services and users to provide an inclusive approach to service provision.

2. ROLES AND RESPONSIBILITIES

- To help staff to identify the Spiritual Care Support need and distress being experienced by patients and their families or carers, and to support in their distress and with access to external support as required.
- To liaise with visiting Faith Leaders, ensuring good communication as required (respecting confidentiality boundaries)
- To ensure that Spiritual Care Support needs, concerns and requirements are documented appropriately on the patient records.
- To ensure that all staff and volunteers have access to sufficient information and are supported to meet the Spiritual Care Support needs of patients and their families or carers.

- To work collaboratively with all members of the multi-disciplinary team (MDT), and attend MDT meetings as and when required.
- To provide or facilitate religious offices as may be appropriate to support the delivery of Spiritual and Religious care to patients, relatives and carers (e.g. through prayer, readings, communions, funerals, weddings. This includes the delivery of regular memorial services and other events.
- To be responsible for the hospice's Spiritual Care spaces, ensuring availability of spaces which supports reflection and / or prayer for all, irrespective of religion, belief, faith or none.

3. MANAGEMENT

- To lead and manage the Spiritual Care Support volunteers with the support from the Volunteer Services Co-ordinator, and to support those volunteers regarding patient and relative contact.
- Participate in relevant committees as required by management in working towards improvement in the care for patients and carers.
- To aid in the development and maintenance of Hospice-wide policies which relate to Spiritual Care Support in the work place.
- To be responsible for the implementation, review and update of the spiritual care guidelines.

4. EDUCATION

- To support the induction and of all staff and volunteers on Spiritual Care Support.
- To be involved in educational programmes arranged for employees, volunteers and other external participants, as appropriate.
- To take part in the provision of opportunities for in-service training to enable team members to develop, their understanding of Spiritual Care Support.
- To help publicise the Spiritual Care Support available to ensure that patients, families and carers are aware of support.
- To represent the Hospice within the wider community, assisting in developing services that meet the needs of all stakeholders. This will include meeting with local Church leaders and leaders of other faith/cultural communities.

5. PROFESSIONAL & PERSONAL DEVELOPMENT

- Be responsible for compliance with own professional body requirements in terms of code of conduct, professional practice, expertise and knowledge including maintaining continuous professional development.
- To maintain an awareness of regional and national policy in health care Spiritual Care / Chaplaincy, and palliative and end of life care. (such as the NICE Guidelines and AHPCC Standards), and the Department of Health guidance contained in its publication *NHS Chaplaincy Guidelines 2015*. In addition, this will take into account of the objectives of the Hospice.

- Knowledge of evidence-based practice through literature reviews, study days and courses as relevant to identified development needs.

6. RESEARCH AND AUDIT

- To encourage and lead development and changes regarding spiritual care.
- To respond to identified needs, developing / modifying practice where required and be proactive in audit, research and development and in responsive practices.
- All members of staff are expected to participate in audit assessments as appropriate.

7. QUALITY OF SERVICE

- To identify need and gaps in service and help identify developments to meet these needs.
- Provision of a safe environment where patients, families, carers, staff and volunteers can freely express themselves without fear of judgement or condemnation.
- Ensure the Spiritual Care Support service is responsive and available at all times to all patients, families and carers through links with external Faith Leaders, and Spiritual Care Support Champions and volunteers.

8. GENERAL INFORMATION

This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

9. ORGANISATION CHART

(Attached at end)

10. MOST CHALLENGING PART OF THE JOB

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(To be completed by post-holder)

11. EQUAL OPPORTUNITIES

Rowcroft Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and Equality and Diversity Policy.

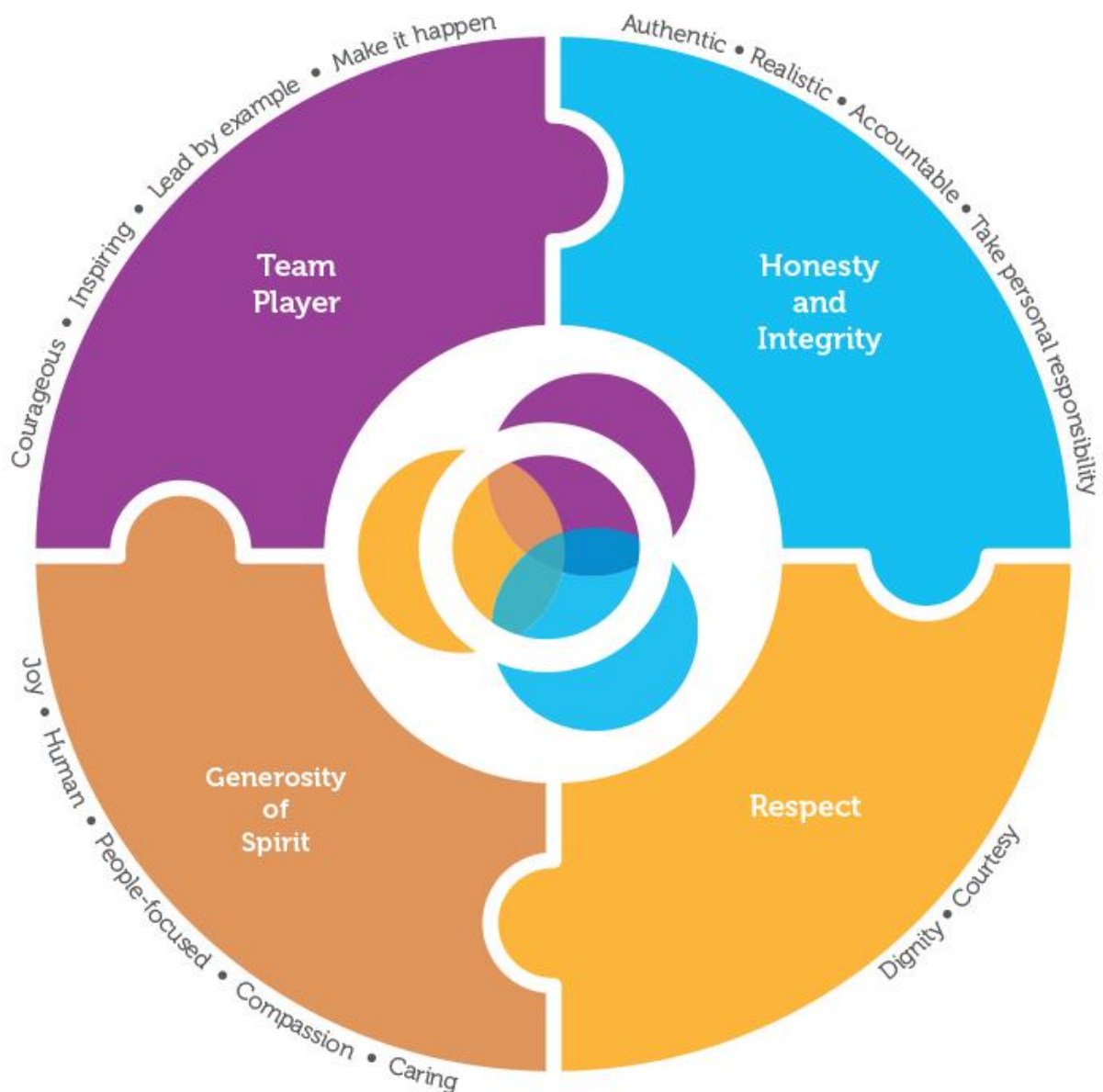
All staff have personal responsibility for the application of the Spiritual Care Policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their

employment. Similarly, all staff has a responsibility to highlight any potentially discriminatory practice to their line manager.

12. CONFIDENTIALITY

In the course of your duties you will have access to confidential material about members of staff, volunteers, other Hospice business and patients. No information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.

13. ROWCROFT'S VALUES



14. INFECTION CONTROL CLAUSE

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the organisation's Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by Rowcroft Hospice have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient care or contact with the patient's surroundings;
- Staff members have a duty to attend mandatory infection control training provided for them by the Hospice;
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact the Infection Prevention and Control Practitioner for guidance.

15. PERSON SPECIFICATION

(Please see attached)

16. TEAM STRUCTURE

Head of Community, Therapies and Support services



Senior Nurse Manager (on IPU)



Spiritual Care Specialist

17. JOB DESCRIPTION AGREEMENT

This job description is subject to review. The post may include other duties and responsibilities as determined by the recruiting manager in consultation with the Post Holder.

The post is subject to Rowcroft Hospice Foundation Ltd. Terms and Conditions of Service.

Post Holder's Signature: _____

Date: _____

Head of Department's Signature: _____

Date: _____

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications, special training and general intelligence</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Evidence of ongoing understanding of, and education and training in, the relevant subject(s) 	<ul style="list-style-type: none"> • Graduate in relevant studies (e.g. Religious studies/Theology) • To have a Master’s Degree, or to be willing to engage in postgraduate work in a relevant field. • Authorisation or Endorsement by relevant faith or belief community. (from a community who are members of the Network for Pastoral, Spiritual & Religious Care in Health) • Recognised Counselling Qualification. • Membership of professional association e.g. the Association of Hospice & Palliative Care Chaplains/College of Health & care Chaplains • Registered member of the UK Board of Health & care Chaplaincy or working towards registration.
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • To have proven spiritual, pastoral and religious experience in highly complex, emotional and distressing situations, particularly in trauma situations and another specialty. • To have highly developed specialist knowledge of spiritual care issues (with specialist knowledge of faith traditions), multi-faith issues and cultural care. • Experience of working with other cultures and faiths. 	

ATTRIBUTES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • To have knowledge, skills and experience of counselling and pastoral techniques. • To be able to develop specialist spiritual assessment and care, with integration into patient pathways, also resourcing staff and others. • To be able to plan and implement development strategies for the Hospice. • Standards of Professional Practice and Code of Conduct • An understanding of health & care ethics. • Awareness of current issues in Hospice Care and Health & care Chaplaincy • To have experience of and taken a leading role in institutional spiritual care issues, such as staff training, support, ethical issues, policy & community involvement. • To have substantive experience of working within a health & care environment as a spiritual care provider, chaplain or pastoral worker • To have IT and communication experience. 	
<p>Personal requirements e.g. communication, interpersonal</p>	<ul style="list-style-type: none"> • Ability to communicate with staff, patients and others in situations with highly sensitive information and/or in highly distressing circumstances. • Possess a deep personal ethical/spiritual motivation. 	<ul style="list-style-type: none"> • Demonstrate proven management abilities. • Ability to facilitate change within an organisation • Proven work record as a team leader.

ATTRIBUTES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Display empathy. • Demonstrate rapid adaptability. • Demonstrate ability to work unsupervised. • Able to recognise and assess limits to competencies of one's self and others. • Decisiveness. • To be approachable and empathic. • Ability to give and receive constructive criticism in an appropriate manner. • Ability to assess and prioritise situations rapidly. • To be willing to receive regular clinical supervision. • To be able to work in a calm and organised manner. • Team player. • Committed to working constructively, creatively and respectfully with people from the spectrum of world Faith and Belief groups. • Able to demonstrate vision. • Able to enthuse and motivate colleagues. • Well-presented and in good physical and mental health. • Committed to self-learning and self-development. 	

ATTRIBUTES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Able to demonstrate personal integrity and an ability to maintain confidentiality. • Able to demonstrate an understanding of the dynamics of large organisations and the challenges of a ministry to health & care institutional structures. • Able to carry out regular on-call rota commitments 	
Other Factors	<ul style="list-style-type: none"> • To engage in research which enhances and develops the place of spiritual, religious and pastoral care within palliative care. 	

ORGANISATION CHART – DECEMBER 2018

