

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Hospice Chaplain

IMMEDIATE SUPERVISOR: Home Health/Hospice Director

JOB SUMMARY: As a member of the interdisciplinary team is responsible for the provision of spiritual support to patients and families in keeping with the patient/family's desire and belief system. The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs, and to provide the care needed as described in the unit's/area's/department's policies and procedures.

AGES SPECIFIC TO HOSPICE:

Newborn-	Birth through 1 month	Adolescent/Teenager-	13 years through 17 years
Infant-	1 month through 1 year	Young Adult-	18 years through 34 years
Toddler-	2 years through 3 years	Middle Adult-	35 years through 50 years
Preschool-	4 years through 5 years	Mature Adult-	51 years through 69 years
School Age-	6 years through 12 years	Geriatric Adult-	70 years +

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Responsible for implementing and coordinating all activities relating to the spiritual aspect of the Hospice program (the spiritual component of the interdisciplinary team) consistent with agency policies and procedures.
2. Provide direct spiritual support to patients/families prn.
3. Work with staff, clergy and community groups to enhance their sensitivity to the spiritual concerns of patients/families experiencing terminal illness and loss.
4. Participate in interdisciplinary team meetings by exploring and assessing the potential spiritual needs of patients/families and reporting on services as indicated.
5. Provide bereavement follow-up services as defined by procedures.
6. Maintain proper records of visits to patients/families.
7. Make contact with clergy or appropriate representatives of patients/families as indicated.
8. Conduct or make arrangements for funeral or memorial services when indicated.
9. Coordinate/communicate availability of chaplain services.
10. Other assignments as may be appropriate.

Hospice Chaplain

Job Description

Page 2

EDUCATION: Graduate of accredited seminary or school of theology, or appropriate certification in hospital or pastoral ministry.

EXPERIENCE: Experience in working with patients/families dealing with life threatening illness and death. Ability to be open, flexible and ecumenical.

SKILLS:

WORKING CONDITIONS:

PHYSICAL DEMANDS:

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.		X		
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.		X		
Above 100 lbs. STATE WEIGHT				
H. STANDING			X	
I. WALKING			X	
J. SITTING			X	

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 1

Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.

Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.

Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

AGREED TO:

 Applicant/Employee Signature

 Date

 Department Head

 Human Resources Office

Reviewed: 2/2000

Revised: 2/2000