



## JOB DESCRIPTION CHAPLIN

**Organization:** Harney County  
**Location:** Burns, Oregon  
**Department:** Home Hospice  
**Job Title:** Chaplin  
**Hours:** On call (hours will vary)

Salary will be determined by experience  
Accepting applications until August, 23, 2019

### **PURPOSE OF POSITION:**

Under the auspice of Harney County Home Hospice, the Chaplain is responsible for providing and/or coordinating spiritual support to terminally ill patients and families, who elect spiritual care, guided by our Spiritual Care Plan and in keeping with the patient and families beliefs. The Chaplain functions as a member of the interdisciplinary team in developing a patient's plan of care. The Chaplain provides Hospice-related spiritual and educational opportunities for Volunteers, staff and community.

### **ESSENTIAL JOB FUNCTIONS:**

- Assess spiritual needs of patients and families; prepare and monitor spiritual care as part of the interdisciplinary plan of care.
- Provides direct spiritual support and/or counsel patients and families consistent with their beliefs and dignity, as appropriate.
- Identify pastoral and spiritual resources in the community and coordinate these to assure that denominational preferences are met on behalf of patients and families.
- Responsible for accurate and timely documentation of all patient spiritual care contact.
- Maintains records of spiritual care services utilization and related activities for quality assurance program, and policies and procedures review and revision.
- Attend and participate in IDG Team meetings, in-service trainings, departmental meetings, staff meetings, case conferences and other related activities.
- Works with staff, local congregations, and community groups to enhance their sensitivity to the spiritual concerns of patients and families experiencing terminal illness and loss.
- Available to be present for the dying, assist with funeral plans and conduct memorial services as requested.

- Conducts single bereavement care encounter or follow-up with family, referring extended needs to the bereavement department.
- Assists in the ongoing process of monitoring the spiritual content of the hospice program.
- Adheres to the Harney County Hospice mission and values.

### **Requirements/Specifications (Knowledge, Skills, Abilities)**

- Working knowledge of requirements of the Hospice Spiritual Caregiver as governed by CMS.
- Demonstrates understanding of an interfaith approach to spiritual care, and allow for professional and flexible support and communication with patients of all faiths.
- Demonstrates excellent organization skills.
- Outstanding verbal and written communication skills aimed at a variety of constituents, patients, families, students and community groups
- Ability to perform well in team environment, with staff at all levels, to achieve business

#### Goals

Working knowledge of HIPAA privacy and security rules

- Current CPR certification or ability to obtain within 3 months of hire date.
- Must speak, read, and write the English language
- Willingly devotes time and effort in proactive and crisis management situations in an erratic/sometimes unpredictable work environment
- Must demonstrate the ability to practice independently
- Must be a licensed driver with an automobile that is reliable and insured as required by law
- Desired proficiency with personal computer.
- Equivalent to high school education supplemented by additional training as a Hospice Chaplain and two (2) years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Individuals should possess working knowledge on the effects of death, grief, and loss.

### **AAP/EEO Statement**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the organization shall provide reasonable accommodation to the known physical or mental limitations of qualified persons with disabilities, unless the accommodation would impose an undue hardship on the operation of the organization.

### **AUXILIARY JOB FUNCTIONS:**

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this

job. Duties, responsibilities and activities may change at any time with or without notice.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized vehicles.

**WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The following are frequently required:

- Sit for long periods of time
- Able to drive self
- Physically capable of walking, climbing stairs, kneeling, and stooping
- Average manual dexterity in use of a PC, phone, sorting, filing and other office machines
- Required to talk, hear, and have good vision

**Working Environment**

Work is in an office environment as well as in patient homes. There are frequent interruptions. Staff must tolerate exposure to vermin, pets, pests, heat, cold and/or poor air quality found in home settings. Staff must have documented medical proof of allergy to these items for accommodations to be made.

**SPECIAL REQUIREMENTS/LICENSES:** None

**SUPERVISORY RESPONSIBILITIES:** None

**SUPERVISION RECEIVED:** Home Health and Hospice Director