



POSITION DESCRIPTION

POSITION TITLE:	SPIRITUAL CARE COORDINATOR
DEPARTMENT:	HOME CARE & ALLIED HEALTH
CLASSIFICATION:	SPIRITUAL CARE COORDINATOR
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CLINICAL TEAM MANAGER, HOME CARE & ALLIED HEALTH

POSITIONS SUPERVISED:

POSITION SUMMARY

The Spiritual Care Coordinator coordinates the provision of spiritual care services for the Interlake-Eastern Regional Health Authority. The position is responsible for the coordination of the orientation, education and work of spiritual care volunteers and community faith representatives. The Spiritual Health Coordinator supports a climate of spiritual healing and comfort for clients, families and staff and ensures the spiritual needs are met through the program. Acting as a formal and informal resource, the Spiritual Health Coordinator assists the region in addressing ethical, faith-related, and spiritual matters. This position functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Assess; plans and coordinate regional spiritual health programming.
- In cooperation with RHA staff, recruits, screens, supervises and provides for the orientation and education of spiritual care providers.
- Assess the educational needs of spiritual care providers and staff, and participates in planning and organizing of the educational sessions in response to the identified needs.

- Determines the resources required for the regional spiritual care program.
- Maintains regular contact with all regional sites to ensure ongoing communication and identification of individual facility and program needs.
- Participates in workshops, conferences and clinics that will contribute their professional development and proficiency in coordinating and providing spiritual care services.
- Supports, coordinates and/ or participates in interdisciplinary conferences of clients as required.
- Acts as a liaison for facility staff and clients during times of crisis.
- Provides a spiritual perspective on ethical decision-making related to treatment and other health care issues and participates as a member of the regional ethics committee.
- Ensure the coordination of regular religious services for all clients and ensures that sacramental and other needs are met in a respectful environment.
- Makes referrals to, consults with, and enables other religious representatives to contribute to spiritual care of clients within the RHA.
- Provides short term spiritual care in an urgent situation until other resources can be established.
- Fosters client connections with their faith community.
- Collaborates with the Palliative Care Volunteer Coordinator and with the Indigenous Health Engagement and Communication Coordinators to support cultural practices for First Nation clients in all sectors of the region.
- In consultation with the spiritual care advisory committee develops, maintains, and interprets policies, procedures and guidelines for the program.
- Contributes to a continuous improvement/ risk management program for spiritual care.
- Ensures appropriate environment and facilities are available for individual and communal worship.
- Participates in Facility and Regional initiatives and committees as required.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- University preparation at a graduate level and post-graduate certificate in spiritual care consultation and/ or Canadian Association of Spiritual Care (CASC) is required.
- CASC Supervisor designation preferred
- An equivalent combination of education and experience as recognized by the RHA may be considered

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Demonstrated supervisory experience.
- Previous experience working in related field, preferably in a health care setting, and working in an administrative environment.

SKILLS/COMPETENCIES:

- Willing to work as part of a team in an interfaith, interspiritual, interdisciplinary multicultural setting.
 - Demonstrated leadership, administrative and interpersonal skills.
 - Ability to work independently.
 - Ability to foster positive working relationships both individually and in a team setting.
 - Demonstrated effective communication skills.
 - Involved in a form of spiritual practice, self-reflective, critical thinker.
 - Involved in ongoing inner work and personal growth.
 - Grounded in the belief that our shared humanity is sacred regardless of our religious tradition or spiritual belief.
 - Can offer evidence of good standing from a recognized faith or community group/ spiritual tradition, or subject to a code of ethics by a national professional body (e.g.. CASC, Spiritual Directors International, etc.)
 - Demonstrated appreciation and sensitivity toward diverse faiths and cultures.
 - Valid drivers license and access to a vehicle
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health

Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
May 2022
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.