

# Position Description: Hospice Spiritual Care Coordinator

## Summary

The Spiritual Care Coordinator assumes overall responsibility for the coordination of spiritual services; provides spiritual counseling and emotional support to patients' families and hospice team members of all denominations; addresses those areas which give purpose and meaning to life; and participates in the development of the patient/family care plan and the bereavement program.

### Reports the circle of care manager

- Bachelor's degree or equivalent from a college or university.
- A minimum of five (5) years' experience in pastoral ministry.
- Hospice experience and/or equivalent education in pastoral ministry is preferred.
- High levels of interpersonal skill, knowledge regarding family dynamics, issues of death and dying.
- Ability to work in a collaborative team relationship.
- Ability to perform public speaking engagements, and lead memorial services, often during weekend or evening hours.
- Must have a current New York State driver's license.
- Must have 24-hour access to a motor vehicle and maintain personal auto liability insurance coverage.
- Able to cope with emotional stress and be tolerant of individual lifestyles.
- Sensitive to the needs of terminally ill patients and families and one's own feelings about dying and death.
- Must meet all local health regulations.
- Basic computer skills desirable.
- Must be capable of performing the essential functions of this job, with or without reasonable accommodations.

## Physical Demands

- Intermittent physical activity including walking, standing, sitting, lifting and supporting patients.
- Incumbent may be exposed to viruses, disease and infection from patients and specimens in working environment.
- Incumbent will be required to work at patient's homes and be responsible for own transportation.
- Incumbent may experience traumatic situations in the family setting.

## Essential Job Requirements

Operates under the direction of the Patient Care Coordinator.

# Position Description: Hospice Spiritual Care Coordinator

Provides direct spiritual/pastoral support and/or counseling to patients/families, hospice staff, and volunteers as needed acknowledging and respecting their beliefs, culture and values related to life's meaning, including suffering and loss and a desire to receive support.

1. Participates in the initial and on-going spiritual assessment of the patient/family unit.
2. Provides services related to the spiritual aspects of the plan of care including direct provision of service, support and monitoring of the progress of spiritual care referred to other local clergy.
3. Develops the plan of care for spiritual needs in conjunction with the Interdisciplinary Team (IDT) utilizing spiritual counseling and practices such as prayer, scripture, music, mediation and expressive arts (journaling, clay, drawing, etc.)
4. Coordinates services with local clergy, making every effort to have the same pastoral care person delivering care to the patient/family.
5. Participates in IDT meetings.
6. Provides in-service education to staff and volunteers.
7. Maintains documentation of pastoral services in patient's medical records according to agency policy.
8. Oversees assignment and supervision of volunteers supplementing pastoral services.
9. Acquires on-going education and training through conferences, meetings, and current literature.
10. Elicits and listens to story of patient, family and friends encouraging life review.
11. Attends death of patient when needed, offering prayer and ritual as appropriate.
12. Plans and conducts wakes, funeral and patient memorial services as circumstances warrant.