

Spiritual Care Coordinator



Job Title:	Spiritual Care Coordinator	Job Category:	Spiritual Care
Location:	Essex & Franklin Counties	Travel Required:	Yes, within our catchment area
Level/Salary Range:	\$18 - \$20 per hour based on experience	Position Type:	Full-Time
HR Contact:	Bronwen Compo	Date Posted:	08/21/2023
Applications Accepted By:			
Fax 866.200.5117 or Email: bhcompo@highpeakshospice.org Subject Line: Spiritual Care Coordinator		Mail: High Peaks Hospice HR Department 1247 Dix Ave Hudson Falls, NY 12839	

The culture of High Peaks Hospice is mission-driven and community oriented. From our board of directors, clinical staff, circle of care team members, administrative staff, volunteers, and donors, the High Peaks Hospice community is filled with compassionate and dedicated individuals committed to providing comfort, peace, and dignity to the families we serve, at a time when it's needed most.

We help individuals achieve a peaceful life closure, aligned with their values, wishes, choices, and needs, while fully supporting their caregivers and loved ones.

Job Description

Position Overview

This position is for our Northern Care Team serving Essex County, Northern Hamilton County, Southern Franklin County, and the Southeast corner of St. Lawrence County. This position is full-time; however part-time may be considered for the right candidate.

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.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent written and verbal communication skills
- Excellent problem-solving skills
- Confidentiality and HIPAA knowledge
- Ability to maintain a calm, comforting environment for patients, family, and staff
- Ability to work independently or as part of a team
- Knowledge of various spiritual/religious/cultural backgrounds and belief systems
- Ability to network with diverse faith traditions on behalf of patients, families, and agency

- Knowledge of basic medical terminology and medical ethics
- Experience with computer software, including electronic charting
- Knowledge of death and dying literature
- Openness to non-traditional beliefs related to end-of-life care

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Spiritual Care:

- Provide direct spiritual support and/or counsel to patients/families in keeping with patients'/families' beliefs
- Provide short-term spiritual counseling to patients, families, and staff, using age appropriate communication
- Serve as a member of the Interdisciplinary Team involved in client care planning, with particular focus on spiritual components of care
- Facilitate clients' and families' access to spiritual care as requested and desired
- Inform clients and their families about available community clergy
- Maintain accurate and timely documentation of client care, according to regulations and per policy and procedures
- Demonstrate competency in the cultural and age-specific needs of the clients
- Provide or facilitate rituals at times of transition, including removal of life support and death.

Administration:

- Develop and supervise the provision of spiritual care to clients and families and assist in design, implementation, and evaluation of the spiritual care program, ensuring proper documentation;
- Process spiritual assessments and referrals for assignment to professionals, staff, volunteers and spiritual care volunteers as requested according to need, level of expertise required, and staff available;
- Arrange for on-call availability of Spiritual Care services;
- Advocate in the community for HPH and end-of-life care;
- Facilitate and advocate for the cultural needs of patients, families, and staff.

Qualifications & Skills:

- Bachelor's Degree in a related field or relevant experience.
- Valid NYS driver's license and available automobile for travel throughout the assigned catchment area.
- Hospice experience preferred.
- High levels of interpersonal skill, and knowledge regarding family dynamics, and issues of death and dying.
- Ability to work in a collaborative team relationship.
- 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.