

Position Description Template Spiritual Care Manager



Spiritual
Health
Association

Position Title:

Department/ Division:

Location:

Reports to:

Award/ Agreement:

Classification:

Hours per week:

Date of Review:

Description/ Overview of the Health Service

(insert information supplied by health service)

Division Overview

(insert information supplied by health service)

Spiritual Care Department Overview

(insert information supplied by health service)

Health Service Vision, Mission and Values

(insert information supplied by health service)

Health Service Priorities (and the Position's contribution to the strategic priorities)

(insert information supplied by health service)

Required Capabilities to meet health service strategic goals

(insert information supplied by health service)

Spiritual Health Association Limited

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Position Overview and Purpose

The Manager of Spiritual Care is responsible for the overall administration and coordination of Spiritual Care services within (insert health service name) including spiritual care of patients, carers and staff. This role includes responsibility for providing vision and direction, implementing strategies and initiatives, facilitating the education and training of spiritual care practitioners, supervision of spiritual care staff (and students and volunteers – note: if appropriate) and liaison with local communities and external entities who may provide spiritual care to patients/clients aligning with their faith/beliefs.

There is a direct clinical component of the role: identify percentage

Key Responsibilities

- Practice in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association's *Guidelines for Quality Spiritual Care in Health 2020*
- Meet the *National Safety and Quality Health Service Standards*, taking opportunities for quality improvement and actively contributing to the accreditation of the service being delivered
- Be accountable for the standards and outcomes of spiritual care practice across the health service
- Monitor current trends, emerging issues and developments in the practice of the spiritual care profession and their potential impact on the health service
- Lead, encourage and support a workplace that values a shared responsibility for best practice healthcare
- Foster and promote an environment of participation and collaboration
- Provide professional leadership and oversight of credentialling and scope of practice for all spiritual care services and spiritual care staff within the (insert name of health service) to ensure an appropriately skilled and available workforce across the health service
- Be responsible for recruiting, credentialling and managing spiritual care staff and representatives visiting from external entities including faith communities
- Provide spiritual care service coordination and professional management supervision to the spiritual care team
- Comply with all health service policies and procedures
- Comply with all relevant state and national legislation (can identify) and national health and quality standards (NHQHS: <https://www.safetyandquality.gov.au/standards/nsqhs-standards>)
- Demonstrate capacity to meet the administrative requirements of the role
- Coordinate regular spiritual care meetings and communication
- Recognise the importance of documentation ensuring spiritual care contacts are recorded in patient medical records including electronic medical records
- Represent the spiritual care team at relevant internal and external committees and meetings
- Provide leadership for rituals, memorial services, and public events to meet the needs of patients, carers, families and staff
- Act as a clinical resource to health care professionals inside and outside the health service

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- Lead and participate in the development and delivery of education and training regarding spiritual care
- Ensure all people have ease of access to the spiritual care service
- Ensure referrals received are prioritised and dealt with in a timely manner
- Undertake the spiritual care of patients, carers, families and staff
- Respect the sensitivities, dignity, culture, values and beliefs of patients, carers and families
- Encourage a research-based culture and promote participation in clinical evaluation
- Actively participate in relevant professional development.

Key Relationships

Internal

- Health service executive staff/Director of Allied Health
- Clinical staff, other departments/clinical areas
- Spiritual care practitioners- direct reports
- (Insert others according to health service specifications)

External

- Spiritual Health Association
- Spiritual Care Australia
- Spiritual care departments in other health services
- External providers of spiritual care, from faith communities and other entities
- Community organisations/practitioners for referrals on discharge.

Key Selection Criteria

Essential

- Excellent communication and interpersonal skills, both written and verbal
- Demonstrated high level leadership skills
- Bachelor's degree and post graduate study as prescribed for Advanced Certified Member of Spiritual Care Australia:
(see: <https://www.spiritualcareaustralia.org.au/membership/membership-criteria/>)
- At least 5 years' experience working in the spiritual care field preferably in health care
- Advanced Certified Member of Spiritual Care Australia preferred: eligibility essential
- Capability to work at Level 3 or 4 of the Spiritual Health Association's *Capability Framework for Spiritual Care Practitioners in Health Services (2020)*
- Ability to provide and evaluate a best practice spiritual care service according to Spiritual Health Association's *Guidelines for Quality Spiritual Care in Health* and Spiritual Care Australia's *Standards of Practice*
- Ability to lead a team including recruiting and managing spiritual care staff
- Ability to oversee the credentialing and supervision of internal and external spiritual care providers

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- Ability to identify and monitor the scope of practice for all spiritual care providers
- Ability to document spiritual care in medical records and to train practitioners to do the same
- Demonstrated ability to work and collaborate within an interdisciplinary environment
- Ability to work effectively with patients, families, carers and staff to ensure that their spiritual needs are met in a timely and appropriate manner
- Excellent computer skills
- Driver’s Licence
- Police Record Check and Working with Children’s Check (if required).

Desirable

- Awareness and understanding of the healthcare sector and health service systems
- Experience in successfully working with health care professionals and executive staff at a senior organisational level
- Ability to lead the strategic planning, development and quality improvement activities for the spiritual care department
- Capacity to collect appropriate data and report on the delivery of spiritual care to the appropriate line manager
- Ability to liaise with external providers and maintain effective relationships.

Probationary Review

For a new employee, a review of the appointment will occur prior to the end of the six (or insert health service requirement for length of probation) month probationary period.

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment position. I understand that (insert health service name) reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Name

.....

Employee Signature

...../...../.....

Date

Position Description Template



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Authorised by (Relevant Director)

.....

Director Name

.....

Signature

...../...../.....

Date