



North Metropolitan Health Service  
**Job Description Form**

HSS Registered September 2016

**Chaplain**  
**Health Salaried Officers Agreement: Level G5**  
 Position Number: 000278  
 Chaplaincy & Spiritual Services/Corporate Medical Services  
 Sir Charles Gairdner Hospital

**Reporting Relationships**

Executive Director Medical Services  
 Corporate Medical



Head of Department  
 Chaplaincy & Spiritual Services  
 HSO Level G7  
 Position Number:003223



**This Position**



← Also reporting to this supervisor:

- Administrative Assistant
- Ecumenical Chaplains
- Diocesan Chaplains
- Visiting Clergy & Representatives
- Volunteers

Directly reporting to this position:

Other positions under control:

**Prime Function / Key Responsibilities**

To deliver a compassionate, professional and spiritual ministry to all patients, family (and/or support persons) and staff. (The term ministry is inclusive of pastoral care, pastoral counselling, worship and sacraments, liaison and education).

**Brief Summary of Duties (in order of importance)**

**1. Chaplaincy Role**

- 1.1 Represent Chaplaincy & Spiritual Services as a team member within the hospital structure.
- 1.2 Act as a link between the hospital, wider church communities, and other referral agencies.
- 1.3 Assist in providing ministry coverage to all areas of the campus at all times, day and night.
- 1.4 Facilitate wherever possible, spiritual and pastoral resources for those of other faith groups.
- 1.5 Assist in providing interdisciplinary in-service education and professional development for hospital staff as requested and as skill/training allows.

**2. NMHS Governance, Safety and Quality Requirements**

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**3. Undertakes other duties as required or directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Theological qualifications at tertiary level from an accredited institution.
2. Satisfactory completion of one or more units of Clinical Pastoral Education (CPE) or equivalent.
3. Member in good standing within his/her faith group or denomination.
4. Proven Pastoral Care experience.
5. Demonstrated effective communication and interpersonal skills.
6. Commitment to the ethos of Sir Charles Gairdner Hospital.
7. Current "C" or "C.A." class drivers licence (required for on-call responsibilities after hours.)

### **Desirable Selection Criteria**

1. Ordination or equivalent.
2. Hospital pastoral care experience, preferably in acute care setting.
3. Additional pastoral care and counselling training/skills.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### **Manager/Supervisor**

Rev. Dr. Dianne Bertolino  
Signature/HE: 49392  
Date: 09/09/2016

### **Dept./Division Head**

Rev. Dr. Dianne Bertolino  
Signature:  
Date: 09/09/2016

### **Position Occupant**

Name:  
Signature:  
Date: