



## *St. Francis Hospice Dublin*

### **JOB DESCRIPTION**

**CHAPLAIN**

**CONTRACT OF INDEFINITE DURATION**

**39 HOURS PER WEEK – 1 WTE**

**Job Reference: 2023 - 049**

**Issue Date: October 2023**

## TABLE OF CONTENTS

Section		Page
1.	JOB PURPOSE	1
2.	ACCOUNTABILITY	1
3.	KEY DIMENSIONS	1
4.	OPERATING ENVIRONMENT	1
5.	SALARY SCALE, ANNUAL LEAVE, PENSION SCHEME	2
6.	THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES	2-4
7.	OUTLINE OF JOB DUTIES & RESPONSIBILITIES	5-7

## **1. JOB PURPOSE**

The Chaplain as a member of the multidisciplinary team will be responsible, in collaboration with the team for providing the highest possible standard of Chaplaincy services to patients and their families, from referral to discharge/death, including bereavement support to families. The service provided will be consistent with the mission statement, ethos and values of St. Francis Hospice Dublin.

## **2. ACCOUNTABILITY**

The position reports to the Lead Chaplain or other designated person in all matters relating to the job.

## **3. KEY DIMENSIONS**

- Direct reporting to the Lead Chaplain.
- Accountability to the Director of Nursing / Assistant Director of Nursing or other designated representative.
- Key relationships that will influence the success of the role: Multidisciplinary Team Members.

## **4. OPERATING ENVIRONMENT**

**Contractual hours:** 39 hours per week – 1 WTE.

### **Hours of Work:**

Detailed starting and finishing times, which may vary in accordance with Hospice needs will be notified by your Line Manager. There will be times when you will be required to work outside of office hours.

### **Location:**

The post holder will be working in both locations Raheny and Blanchardstown depending on the needs of the service.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Job Rotation:** The role of Chaplain will necessitate rotating through the service areas within the Hospice i.e. Hospice Day Care, Community Palliative Care, Outpatients Department and the Inpatient Unit. The Head of Chaplaincy / Director of Nursing / Assistant Director of Nursing manages and directs the rotation.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES AND ANNUAL LEAVE

**Salary Scale:** Department of Health consolidated salary scale (1<sup>st</sup> October 2023) – Hospital Chaplain,

53,347	54,619	56,171	59,085	60,828	<b>62,998</b>	<b>65,175</b>	<b>LSIs</b>
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**Annual Leave:** 30 days annual leave.

## 6. The person: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND COMPETENCIES

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree in Theology at a recognised institute, and;</li> <li>Three units of Clinical Pastoral Education in an approved centre, or equivalent qualifications as determined by the Healthcare Chaplaincy Board (HCB) and the Chaplaincy Accreditation Board (CAB).</li> <li>Be certified as a Healthcare Chaplain by the Healthcare Chaplaincy Board.</li> </ul>	N/A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 1 year Chaplaincy experience including experience in acute care, trauma or crisis intervention, and providing bereavement support.</li> <li>Relevant experience in dealing with the dying process and providing bereavement support</li> </ul>	<ul style="list-style-type: none"> <li>Experience in palliative care/oncology desirable.</li> </ul>

## CORE COMPETENCIES

### **Principles of Palliative Care**

As a Chaplain, you should:

- Recognise that chaplaincy care is an essential element of holistic care for the person with a life-limiting condition and their family.
- Understand the nature of spirituality and recognise that everyone has a spiritual dimension and that for many people this may have a religious component.
- Assist the person with a life-limiting condition to discern their spiritual needs and create a safe space where they can name and address them.
- Recognise that the opportunity for human development; physical, emotional and spiritual, is an essential component of palliative care.
- Understand and appreciate that spiritual and emotional pain often results from a loss of meaning and unmet spiritual needs.
- Engage pastorally with persons who are experiencing spiritual distress and pain.
- Understand and appreciate that in some cases suffering can be seen as part of the normal, process of living with the profound challenges of having a progressive illness, functional disability, and awareness of impending death.

- Demonstrate knowledge and understanding of the main world faiths, philosophies, beliefs, practices, cultures and traditions around life, illness, dying and death.
- Offer support and encouragement to the multidisciplinary team in order to promote wellbeing and self-care.

### **Communication**

As a Chaplain, you should:

- Recognise and appreciate that the quality of pastoral presence is an essential component of spiritual care.
- In the course of pastoral ministry be fully attentive to the individual with a life-limiting condition and demonstrate the ability to connect and empathise with them
- Demonstrate sensitivity in pastoral conversations with patients, families and significant others.
- Understand that the communication of information which changes the person's understanding of their situation and/or influences their decision-making or planning is an on-going process and not a single event.
- Provide person-centred, family-focused chaplaincy care that understands and respects diversity in all its dimensions.
- Use pastoral interventions and engage in pastoral conversations, which are age appropriate.
- Apply best practice in spiritual assessment and documentation to help determine and communicate interdisciplinary plans of care.
- Recognise, understand and be sensitive to the significant changes in the person's condition when moving toward end of life and facilitate the individual, and their family to consider options for spiritual care and support.
- Have the skill and capacity to engage respectfully and sensitively with patients around their beliefs, fears, hopes and uncertainties regarding death and after life.
- Whilst respecting the individual's beliefs and wishes, ensure that spiritual and/or religious rituals and/or sacraments for end of life, are available.
- Through spiritual accompaniment, help the individual with a life-limiting condition to make their final journey with dignity, peace and compassion, while also providing support to their family
- Demonstrate the ability to apply knowledge of the key physical, psychological and social principles in palliative care in order to communicate effectively with the multidisciplinary team.
- Understand and practice appropriate principles of confidentiality in relation to matters of a private and sensitive nature.

### **Optimising Comfort and Quality of Life**

As a Chaplain, you should:

- Be able to help the person living with a life-limiting condition to feel assured that chaplains are capable of accompanying persons of all faith traditions, persons who profess no faith, persons whose lives are guided by a particular life philosophy
- Demonstrate an ability to assist members of the multidisciplinary team to understand the nature and importance of addressing the spiritual and religious needs of the individual and how these may impact on wellbeing
- Demonstrate an ability to assess the spiritual/religious needs of the person with a life-limiting condition and share as appropriate with the multidisciplinary team
- At the request of the individual with a life-limiting condition or their family liaise with the individual's parish clergy, faith group, spiritual companions/leaders and/or other community religious/spiritual and cultural resources.
- Work as a member of the multidisciplinary team when considering the care and treatment options for the person with a life-limiting condition with due regard to the person's wishes.

### **Care Planning and Collaborative Practice**

As a Chaplain, you should:

- Demonstrate an ability to assess, plan and communicate the spiritual needs of the patient to the multidisciplinary team
- Be aware and respect professional boundaries when offering and providing spiritual care to patients and when interacting with other members of the multidisciplinary team
- Demonstrate an ability to assess the need to seek professional consultation regarding the effectiveness of pastoral care and the appropriateness of referral to another professional care provider
- Document appropriate referrals following spiritual assessment (e.g. referral to the patient's own faith representative if requested)
- Demonstrate an ability for effective engagement in multidisciplinary team meetings, highlighting and addressing spiritual issues and suggesting appropriate responses to identified spiritual need
- Recognise that the person with a life-limiting condition may lose capacity to make decisions towards end-of-life.
- Work collaboratively with the person with a life-limiting condition, their family and other professionals, including attending family meetings, team meetings, mediating discussions and planning for future care.
- Recognise that the person with a life-limiting condition may lose capacity to make decisions towards end-of-life.
- Be able to quantify the benefits and measurable outcomes of pastoral care interventions through reflecting on expressed patient and family satisfaction
- Provide staff support and guidance around spiritual care issues by sharing professional knowledge and expertise regarding spiritual/religious issues in palliative care and at end of life, with the multidisciplinary team

### **Loss, Grief and Bereavement**

As a Chaplain, you should:

- Be able to articulate important spiritual, existential and emotional concepts for patients, families and significant others.
- Work in partnership with parents, guardians and other family members in order to prepare and support children and vulnerable adults for the loss of loved ones.
- Be able to provide appropriate spiritual care and emotional support to grieving persons of diverse cultural and religious traditions, and to persons with no affiliation to a faith tradition
- Be able to plan and lead appropriate rituals, suitable for the time of dying or after death, which offer hope and comfort to persons from a diversity of cultural and faith traditions, and to persons who represent a diversity of world views.
- Be able to plan and lead services suitable for specific faith traditions, and also ecumenical and interfaith services
- Demonstrate an ability to work in partnership with the patient's faith group/leaders and/or other community religious/spiritual and cultural resources to ensure that all sacramental, religious and faith based rituals are met in a timely and appropriate manner.
- Demonstrate an understanding of the theories of loss, grief and bereavement.
- Be culturally aware of nuances regarding pain, suffering, loss, complicated and anticipatory grief, and life review.

### **Professional and Ethical Practice in the Context of Palliative Care**

As a Chaplain, you should:

- Respect and uphold the dignity of the person who is receiving palliative or end-of- life care.

- Respect and support the person with a life-limiting condition and their family to be treated with dignity throughout the course of illness, during the dying process, and after death.
- Identify how one's feelings, attitudes, values and assumptions impact on pastoral ministry with the person with a life-limiting condition and their family.
- To recognise and articulate challenging areas of ethical sensitivity and awareness in the hospice and palliative care arena.
- Demonstrate maintaining one's integrity and authenticity in professional practice during the process of assisting others in moral and ethical care decisions, within a diverse and transitioning health care system and patient population.
- Engage in reflective practice to promote greater self-awareness and ability to critically evaluate one's own practice within end of life care.
- Utilise peer supervision to ensure best practice in end of life care and to meet organisational and professional requirements.
- Participate in meetings around ethical decision-making for patients and families honouring diverse ethnic, cultural, religious/faith tradition and philosophical worldviews.

## **7. OUTLINE OF DUTIES AND RESPONSIBILITIES**

The role of the Chaplain includes but is not limited to:

### **Professional**

- To be responsible for the delivery of Chaplaincy services to all designated areas within St. Francis Hospice Dublin i.e. Inpatient Unit, Hospice Day Care, Community Palliative Care and Outpatients Department.
- The Chaplain must be committed to the development of the service within St. Francis Hospice Dublin and the community.
- The Chaplaincy Department will respond to the spiritual needs of patients, relatives, volunteers and staff within the resources available.
- The Chaplain will recognise and value the belief system of all in a developing multi-cultural society.
- Respond to the spiritual needs of the patients and to ensure that respect for religious freedom and personal convictions is always maintained.
- The Chaplain is responsible for ensuring access is provided to Ministers of all faiths as required.
- The Chaplain will lead prayers where appropriate and offer opportunities for reflection and prayer at all stages throughout the Hospice service.
- To provide support and accompaniment to patients and their families and significant others receiving specialist palliative care.
- To facilitate the placement of students and provide guidance and support.
- Prepare for and participate in the running of Bereavement services as required. This service takes place in the evening.
- Contribute to the multidisciplinary team meetings and planning of care, especially in relation to the spiritual dimensions of care.
- Develop positive working relationships with each member of the multidisciplinary team and ensure effective communications are maintained on a daily basis with the team regarding patient care.
- Attend relevant team meetings, staff meetings, interdepartmental and other meetings as required.
- Actively participate in activities within the service as may occur from time to time as required e.g. work in service committees, project teams, working groups and policy development teams.
- Maintain files/records as appropriate in accordance with the European Data Protection Act 2018, which confers rights to persons on whom information is kept. These records are kept in a safe

place and only authorised persons have access to this information.

- Present him/herself and act in a professional manner at all times.
- Undertake reflection on practice in order to care for self. Departmental group supervision takes place periodically.
- To ensure the protection of the patient/relative confidentiality and to establish and maintain an environment in which a relationship of trust is nurtured. The obligation of this trust is superseded only when the patient's well-being is endangered whether by his/her vulnerability or by a situation outside the Chaplain's expertise where other professional help is needed, or where the policies of St. Francis Hospice would be compromised.
- To respond to the spiritual needs of the patients and to ensure that respect for religious freedom and personal convictions is always maintained.
- To carry out Chaplaincy visits in St. Francis Hospice and the community environments, providing accompaniment to patients, and their families and friends receiving specialist palliative care.
- Contribute to the multidisciplinary team meetings and planning of care, especially in relation to the spiritual dimensions of care.

#### **Management / Administration**

- Be responsible for managing own caseload of patients and family members.
- Compile statistics and submit for input to PAS.
- Be aware of the referral process in St. Francis Hospice Dublin.

#### **Educational Duties**

- To be involved in the education of staff, in-service and induction courses where applicable.
- The Chaplain will be committed to continued professional development and promote and disseminate palliative care research relative to pastoral care.
- Participating in Hospice training and development programmes (internal and external) and attend mandatory training courses e.g. Fire Training, Manual Handling etc.
- To facilitate the Education Department e.g. lecturing and to deliver Reflection Days for staff when required.

#### **Health and Safety**

- Ensuring compliance with Health and Safety procedures in relation to all chaplaincy activities.
- Contributing to and complying fully with the Hospice's Safety Statement including safe working practice as laid down by the Health & Safety Act.
- To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- To report immediately any accidents or incidents involving patients, staff, volunteers or members of the public to your Line Manager.
- To adhere to the policies laid down in the Safety, Health and Welfare at Work Act, 1989-2004.
- To adhere to the organisation's training on Child Safeguarding and the Safeguarding of Vulnerable Adults at Risk of Abuse in line with Children First Act (2015).

#### **General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contributing to and complying fully with the Hospice's Safety Statement including safe working practice as laid down by the Health & Safety Act.
- Complying with the Hospice's policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhering to the Policies & Procedures of St. Francis Hospice Dublin at all times.



- Present and act in a professional manner at all the times.
- Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>