

Job Title/Position: *Hospice Chaplain/Bereavement*

Reports To: *Manager of Clinical Services*

JOB DESCRIPTION SUMMARY

The Hospice Chaplain is responsible for the provision of spiritual care services to patients and families/caregivers of St. Croix Hospice, either directly or through coordination of care with other spiritual counselors.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Assures spiritual assessment of patients and families/caregivers in the hospice program and appropriate services are rendered in a timely manner.
 2. Develops an individualized the plan of care by participating in the comprehensive assessment to meet identified spiritual needs.
 3. Provides direct spiritual care to patients and families/caregivers.
 4. Serves as liaison and support to community chaplains and spiritual counselors.
 5. Maintains records of spiritual care services utilization and related activities for quality assurance, program development, and policies and procedures review and revision.
 6. Documents direct services and ongoing communication with community chaplains and spiritual counselors.
 7. Attends patient care conference and interdisciplinary group meetings as a member of the interdisciplinary group.
 8. Provides consultation, education, and support to the interdisciplinary group on spiritual care.
 9. Recruits community chaplains, spiritual counselors, and spiritual care volunteers adequate to meet patient and family/caregiver needs by developing community contacts and offering education through congregations about hospice care.
 10. Assists the Director of Bereavement in maintaining a bereavement program to meet the needs of families/caregivers for 13 months following the death of a patient to ensure compliance with all state, federal, and CHAP regulatory requirements.
 11. Ensures the initial bereavement assessment is completed, or assigned to appropriate team member.
 12. Ensures a condolence call is made, or assigned to be made to the bereaved.
 13. Assigns and oversees volunteers making bereavement calls.
 14. Assists with maintaining, organizing, and updating support group schedule.
 15. Provides for funeral or memorial services for patients as requested.
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16. Plans periodic memorial services to meet the needs of personnel, volunteers, and community clergy/spiritual counselors working with the hospice team.
17. Assists in supervision of spiritual care volunteers when assigned to patients/families/caregivers.
18. Actively participates in quality assessment performance improvement teams and activities.
19. Accepts and performs other related duties and responsibilities as required.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. Bachelor's degree required. Graduate of accredited seminary or school of theology (BD, MDiv or equivalent theological degree) preferred
2. One or more unit(s) of Clinical Pastoral Education preferred
3. Ability to work as member of interdisciplinary group
4. Comfort in an interfaith setting
5. Ability to accept different lifestyles, cultures, beliefs and values
6. Ability to network with community clergy and congregations
7. Hospice experience preferred
8. Must be a licensed driver with an automobile that is insured in accordance with state or organization requirements and is in good working order

Employee Signature

Date
