

PASTORAL CARER

POSITION DETAILS:

Position Title:	Pastoral Carer	Reports To:	Facility Manager
Department/Division:	Residential Care	Direct Reports:	Nil

POSITION SUMMARY:

Develop, implement, provide, and co-ordinate Pastoral Care services to residents and their significant others in a manner which respects the dignity, spiritual integrity, emotion well-being and confidentiality of each individual and which are congruent with the philosophy of Catholic health care.

KEY RESPONSIBILITIES:

Pastoral support

- Promote excellence in pastoral care service delivery.
- Work collaboratively with visiting clergy of all denominations.
- Co-ordinate clergy visitation for residents as required.
- Liaise with relevant clergy to ensure sacramental ministry is fulfilled.
- Design/conduct and assist prayer, celebratory, memorial and funeral services
- Maintain confidentiality regarding resident personal information

Communications and Relationships

- Consult residents about their preferences and facilitate residents to meet their spiritual needs via their own choices.
- Identify and express situations where conflict of interest may or will arise.
- Regulate personal behaviour, comprehend organisational structure and culture and act appropriately in the execution of all duties.
- Interact and communicate with other health team members, in the interests of residents and achieving a team approach to resident care.
- Report and amend areas not complying with aged care and organisational standards with appropriate personnel.
- Identify and express situations where conflict of interest may or will arise.
- Communicate effectively with residents to facilitate provision of best care.
- Assist, support and educate residents to make informed health care decisions and to promote independent control over their health.
- Provide for the spiritual needs of residents experiencing illness or dependence.
- Complete Pastoral Care health care plans in consultation with resident, significant others and the facility's health care team.
- Collaborate with health care team to inform policy and guideline development.
- Establish and maintain collaborative relationships with members of the health care team.
- Foster an environment that is conducive to effective communication and complementary working relationships, with working peers and other health care professionals.
- Demonstrate capability to establish and maintain healthy working relationships with people
 - at all levels across the organisation and within the facility.

Continuous Improvement

- Use Southern Cross Care (Tas) Inc's Continuous Improvement System to obtain optimal benefit.
- Raise issues identified affecting resident care using Continuous Improvement System.
- Participate in the implementation of programs to ensure Aged Care Standards are met and
- Accreditation is achieved and maintained.
- Identify and implement opportunities for improvement to systems, processes and work practices.

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- Ensure continued participation in own self-development, maintenance of knowledge and skills relevant to the position and attend appropriate in-service education programs.
- Participate in performance appraisal or performance review as required.

Professional Development

- Participation in external spiritual direction and supervision to enable positive debriefing to occur.
- At all times within the complex or working in the community adopt the philosophy of Southern Cross Care (Tas) Inc, work for its achievement and aspire to attain a standard of excellence.
- Knowledge of legislative and government requirements in aged care.
- Ensure continued participation in own self-development, including attending in-service education programs.
- Contribute to the maintenance of standards of resident care as outlined in the Aged Care Standards.

Reporting and Documentation

- Report and document all issues/concerns/matters in compliance with organisational policies and procedures.
- Ensure all documents created are maintained and stored in accordance with Southern Cross Care (Tas) Inc.'s policies and procedures.
- Document plan of care to assist achieving expected outcomes.
- Report and record observations of changes in resident's behaviour or physical and mental condition to ensure appropriate care is given.
- Report any practices that may breach legislation, policies and procedures to the appropriate personnel.
- Report all accidents, injuries and property damage.

SOUTHERN CROSS CARE VALUES

Compassion

- We respond willingly and positively to help meet the needs of those around us
- We promote a sense of belonging and community
- We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues and the whole community

Integrity

- We look for the good in all people and recognise the contribution of each individual as we work together
- We demonstrate honesty and trustworthiness in all that we do
- We are conscientious and ethical in our decision making and take responsibility for our own actions

Respect

- We believe in the sanctity of life and that each life is unique and has special individual worth and dignity
- We recognise and respect individuality and diversity
- We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief or economic circumstances
- We manage our resources wisely to minimise the impact on the environment

KEY PERFORMANCE INDICATORS:

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SELECTION CRITERIA:

ESSENTIAL SELECTION CRITERIA

1. A relevant qualification in Clinical Pastoral Education/Pastoral Ministry.
2. An appreciation of Catholic Christian philosophy
3. Ability to provide pastoral care to residents and their significant others

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4. Ability to provide Eucharistic services to residents
5. Well-developed communication and listening skills.
6. An empathy and understanding for the needs of the aged.
7. A capacity to participate in church services for residents.

Selection Criteria – Knowledge, Skills and Abilities

1. Working knowledge of Southern Cross Care's (Tas) Inc policies, procedures and occupational health and safety practices.
3. Ability to work flexibly, display initiative and an ability to learn.
4. Empathy and understanding of the needs, rights and responsibilities of residents.
5. Has the physical capacity to undertake requirements of the position, manual handling skills, education and use of equipment.
6. Assist residents with all activities of daily living on a as needs basis.
7. Provide pastoral care services to the aged in a manner that promotes independence and enhances quality of life.
8. Enhances quality of life.
9. Effective time management skills and the ability to work independently to plan and organise work to ensure completion of work to required standards and within prescribed time frame.

SPECIAL EMPLOYMENT CONDITIONS

1. Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment
2. Required to sign the organisation's Confidentiality Agreement

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

Maintain a safe working environment and adopt safe work practices by:

- Ensuring an awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tas) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.
- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.
- The role of Fire Warden for assigned areas is attached to this position. Ensure full awareness of the responsibilities and requirements of this role.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.
- Administer and manage medication in accordance with best practice and Southern Cross Care (Tas) Inc's policy and procedure.

AUTHORISATION:

Manager Signature:		Date:	
Employee Signature:		Date:	