

**[name of Aged Care or Community Service]  
Position Description**

**Position title: <***examples* **Chaplain** or **Pastoral Care Coordinator>**

**Line Manager: <Chief Executive Officer>**

**Classification: <Pastor** or **LCA Lay worker Level … Pay point …>**

**FTE: <FTE Fraction>**

**Employment period: <start date> to <end date>**

**Location: <Address of workplace>**

**Overview of position**

The <position title> provides for the spiritual, religious and emotional support and pastoral care of residents, families, friends and significant others, and members of staff, paid and voluntary. Lutheran aged care and community services serve, without discrimination, people of all faiths, and those who do not espouse a faith. Lutheran aged care and community services recognise the human need for spiritual and pastoral connection and care for all who engage with our community.

**Objective of position**

This position seeks to

*(Example)*

* Provide direction and oversight for spiritual and pastoral care across the <name of service>
* Lead and provide pastoral oversight of the pastoral care team and volunteers
* Co-ordinate the provision of a word and sacrament ministry in the Lutheran tradition to residents who wish to participate
* Oversee the facilitation of meeting spiritual needs as requested by residents of faith traditions other than Lutheran

**Primary responsibilities**

*(Examples)*

* Prepare, maintain and review a vision and strategic plan for chaplaincy services and a yearly ministry plan
* Lead, mentor, support and encourage pastoral carers and volunteers and create an environment where carers and volunteers can reach their full potential in ministry
* Provide spiritual oversight of the staff, residents and community
* Strengthen Lutheran identity
* Build quality relationships
* Maintain a thorough knowledge of contemporary issues relating to the aged care industry in regard to pastoral care and spiritual care, and current guidelines or compliance matters associated with these
* Maintain confidentiality of interactions with residents and staff

**Duties of Position**

*(Examples)*

This position:

* Prayerfully seeks out God’s purpose and vision for the ministry
* Monitors, reviews, assesses and reports on ministry plan
* Develops, trains, empowers and supervises pastoral carers and volunteer visitors
* Leads worship, funerals and memorial services and provides for the spiritual needs of the community
* Refers residents to clinical or allied health services or other external or internal services as required
* Liaises with multi-disciplinary staff regarding resident care
* Facilitates the preparation and implementation of Advance Care Directives as required
* Works with the belief systems of residents, families and staff
* Makes referrals to or engages with practitioners of other faith traditions when required
* Cooperates with pastoral leaders of other faith traditions
* Consults regularly with line manager to monitor ministry requirements and communicate relevant information
* Attends regular staff meetings, and other meetings as required
* Fulfils administrative duties as required
* Maintains pastoral care records as appropriate
* Reports to <list relevant bodies and frequency >
* Participates in negotiated and agreed professional development
* Undertakes professional pastoral supervision
* Undertakes other duties as determined by their line manager
* Cares for own health, welfare and resilience

**Required qualifications, skills and qualities**

*(Examples)*

* Theology/Ministry qualifications
* Certificate IV in Pastoral Care or equivalent (considered a minimum requirement)
* Hold a valid Police Check/Blue Card/Working with Children or Vulnerable People Check
* Lutheran Church of Australia (LCA) Professional Standards Training
* High level written and oral communication skills
* High level inter-personal qualities
* High level planning and organisational skills
* High level leadership abilities
* Ability to work in a team
* Ability to work effectively when unsupervised and demonstrate initiative as appropriate
* Ability to maintain absolute confidentiality and exercise discretion
* Current drivers’ licence

**Desired qualifications, skills and qualities**

*(Examples)*

* Experience in chaplaincy
* Experience in positions of leadership
* Lutheran theological training
* Clinical Pastoral Education
* <Pastor of the Lutheran Church of Australia OR Accredited lay worker or willingness to work towards lay worker accreditation>
* Active member of the Lutheran Church of Australia
* Demonstrates commitment to living a life of faith, and models the gospel of Jesus Christ

**General terms of appointment**

* Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia
* Agree to abide by all LCA and employer policies and comply with procedures as applicable
* Observe and comply with the LCA and employer Work, Health & Welfare policies and procedures
* After a <three month> probation period and initial review, a <position review/performance review> will be conducted annually