

# St Bart's

## POSITION DESCRIPTION

<b>Position Title</b>	Chaplaincy Manager	<b>Position Number</b>	3
<b>Service Area</b>	Executive		
<b>Remuneration</b>	Negotiated	<b>Position FTE</b>	1.0 (38 hours per week)
<b>Reporting to</b>	Chief Executive Officer		
<b>Supervision of</b>	Volunteer Chaplains		
			Updated

### Our Vision, Mission and Values

#### Our Vision

A community where everyone has a safe and secure place to call home.

#### Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

#### Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

#### Empowerment

We create a community where everyone believes they have the ability to make a difference.

#### Innovation

We foster an environment where creativity thrives.

#### Commitment

We have the courage and determination to make it happen.

#### Collaboration

We work together to achieve shared goals.

#### Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

### Position Overview

The Chaplain provides leadership in the ethical, spiritual and religious dimensions of life, pastoral and spiritual care of consumers of St Bart's, and where appropriate, the families of consumers and the wider community.

The Chaplain delivers and supports program, activities and conversations that foster a positive environment in support of St Bart's vision, mission and values.

**We're by  
your side.**



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## Key Responsibilities

- Provide a pastoral ministry to consumers and their families as requested or when appropriate, regardless of faith and/or religious/non-religious affiliation or expression.
- Maintain an on-call ministry (within the limits and demands of the organisation).
- Respond to referrals from staff, chaplains and other clergy and ensure action from referral is followed through.
- Provide for the liturgical and sacramental life of St Barts.
- Share in the preparation and conduct of special occasional services.
- Offer times for prayer and reflection for consumers as required.
- In order to hold the Archbishop's licence, ordained clergy must:
  - Attend the annual Synod
  - Attend a retreat once a year
  - Attend the biennial Clergy School
  - Participate in Diocesan occasions, in particular ordinations, deanery meetings and training events
  - Seek spiritual direction and obtain supervision, particularly in the areas of counselling/relationships
  - Have read and be cognisant of all policies of the Diocese of Perth and *Vade Mecum*
- Be affiliated with relevant professional bodies.
- Responsible for managing, recruiting, training and mentoring of volunteer chaplains.

## Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.

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- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
<b>Education</b>	
Satisfactory completion of a clinically based pastoral education programme, Bachelor of Theology (or similar) or willingness to undertake such education	Essential
<b>Experience</b>	
Previous experience with demonstrated pastoral ministry or wellness focus pastoral care	Essential
Experience working with people impacted by homelessness, mental health and/ or drug and alcohol challenges and / or other complex personal/social challenges	Essential
<b>Knowledge, Skills and Abilities</b>	
Evidence of an established pattern of spiritual formation	Essential
Demonstrated skills in communication and interpersonal relationships	Essential
Ability to relate to people from all faiths, backgrounds and cultures	Essential
<b>Other</b>	
Ordained or lay person licensed by the Archbishop to minister as a Chaplain, having complied with Diocesan and State safe ministry requirements	Essential
A valid NDIS Worker Check	Essential
A valid Working with Children Check	Essential
A current First Aid Certificate	Essential
A current WA "C" Class Drivers Licence	Essential
Eligibility or current membership to Spiritual Care Australia Ability	Highly desirable

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## Declaration

I accept the responsibilities as outlined in this position description and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

**Employee**

**Name**

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**Signature**

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**Date**

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