Chaplain
Position Description

Title: Chaplain

Status: ¾-Time, Half Time or Per Diem / Non-Exempt

Minimum Qualifications
1. Masters degree in theology, pastoral counseling, or related field received from a seminary or equivalent, depending on spiritual tradition.
2. Two years of experience in pastoral ministry and training in the issues of chaplaincy.
3. Current California driver’s license, proof of acceptable automobile insurance coverage, and reliable transportation as specified by Hospice of Humboldt’s policies.
4. Reliable cell phone with local number and coverage.
5. Basic computer skills.

Preferred Qualifications
1. Previous hospice experience.
2. Clinical Pastoral Education units.
3. Experience working effectively with an interdisciplinary team.

Position Overview
The Chaplain provides spiritual care to patients and their families and caregivers and assists them with rituals and ceremonies. The Chaplain collaborates with other members of the Interdisciplinary Group to develop and revise the patient’s Plan of Care and provides rituals and ceremonies for Hospice of Humboldt.

Providing Spiritual Care to Patients and Families
The Chaplain provides spiritual care to patients enrolled in Hospice of Humboldt, and their families and caregivers, consistent with the patient’s Plan of Care and pursuant to Policy 14.2 Spiritual Care Services. Essential duties include but are not limited to:
1. Assessing and documenting in the medical record the spiritual needs of each patient in the context of his or her spiritual beliefs and spiritual history within five (5) days of the patient’s admission to services.
2. Providing, when invited, direct spiritual counsel, prayer, and sacraments to patients and their families pursuant to the patient’s Plan of Care and the Hospice of Humboldt Standards of Care.
3. Arranging visits of clergy or other members of religious organizations in the community to patients and family who request such visits.
4. Documenting all services provided in the patient’s electronic medical record pursuant to Hospice of Humboldt *Laptop Use and Charting Protocol*.

**Collaborating with the Interdisciplinary Group**
The Chaplain is a member of an Interdisciplinary Group (IDG) caring for a group of patients and their families. Essential duties include but are not limited to:

1. Working within the Interdisciplinary Group to develop, revise, and implement the patient’s Plan of Care pursuant to Policy 4.3 *The Plan of Care*.
2. Helping team members understand the significant spiritual factors relating to individual patient’s spiritual issues, their own spiritual issues and end-of-life care in general.
3. Attending and participating in IDG meetings pursuant to Policy 4.4 *The Interdisciplinary Group*.

**Conducting Closure Ceremonies for Families and Caregivers**
The Chaplain will help families and caregivers of our patients with final ceremonies and closure rituals. Essential duties include but are not limited to:

1. Assisting families in planning, and conducting, if requested, memorials, funerals and other final ceremonies.
2. Assisting and participating in the planning and provision of final ceremonies and closure rituals to the staffs at skilled nursing facilities and residential care facilities who cared for or were in relationship with Hospice of Humboldt patients.
3. Participating, if requested, in community bereavement services.

**Compliance and Quality Improvement**
The Chaplain plays an important role in the agency’s compliance with state and federal regulations and quality assurance and performance improvement. He or she must understand and comply with the Medicare Conditions of Participation and all Hospice of Humboldt Policies and Procedures. Essential duties include but are not limited to

1. Operating within his or her scope of practice, and ensuring that all services are provided consistent with best practices for hospice and palliative care.
2. Utilizing Standard Universal Precautions as indicated in Clinical Policy 4.9 *Exposure and Infection Control* and the Hospice of Humboldt *Exposure Control Plan* and *Infection Control Plan*.
3. Recognizing and reporting any potential misconduct or violation of Hospice of Humboldt’s policies, compliance standards, and federal or state laws and regulations pursuant to All Staff Policy 3.2 *Incident Reporting* and Clinical Policies 4.7 *Elder Abuse Reporting* and 4.8 *Child Abuse Reporting*.
4. Recognizing and reporting any suspected violations of the patient’s rights pursuant to Admissions Policy 2.6 *Rights and Responsibilities of Patients and Families*.
5. Understanding and complying with all of the provisions of Compliance Policy 5.2 *Compliance Plan* and the Code of Conduct in that Plan.
7. Understanding and complying with all Health Insurance Portability and Accountability Act (HIPAA) requirements, in accordance with the Human Resources Policy 9.9 Confidentiality and Information Systems Policy 10.5 Electronic Security and Medical Records Policies 11.3 Confidentiality, Storage and Disposal of Medical Records and 11.4 Access to Medical Records.
8. Working with the Director of Quality as requested to monitor and improve the quality of medical services in accordance with the Quality Policy 13.1 Quality Plan.

Environmental Conditions and Physical Requirements
The position of Chaplain requires:
   1. Regularly sitting, standing, walking, talking, using hands, listening and observing.
   2. Regularly working at a computer station for 2 - 4 hours at a time.
   3. Occasional reaching, stooping, bending, kneeling, and lifting of items weighing 25 pounds or less.

Immediate Supervisor: Director of Social Services

The above statements are intended to describe the general nature and level of work to be performed. This is not to be construed as an exhaustive list of all responsibilities.

I have read and understand this job description.

Employee’s Signature ___________________________ Date ________________

Supervisor’s Signature ___________________________ Date ________________