

<b>Job Title:</b>	Volunteer Chaplain	<b>FLSA Status:</b>	Exempt Volunteer
<b>Department:</b>	Volunteer Services		
<b>Reports to:</b>	Program Lead	<b>Date:</b>	October 11, 2016

## Summary

Volunteer Chaplains provide for the spiritual needs of patients, family, visitors, and staff from a non-denominational perspective on a rotational, on call, basis.

## Duties and Responsibilities

1. Partner with the charge nurse in ICU and MedSurgPeds to get referrals of patients who may benefit from a pastoral visit. ED and Birth Center will request a chaplain if needed.
2. Assist patients in prayer, contemplation, or search for spiritual guidance.
3. To assist patients in becoming their own advocates; empower patients to clarify their understanding of their spiritual choices; ask questions of their provider; discuss where / how to access assistance.
4. To provide sympathetic support, encouragement and spiritual companionship to patients during their time at MGH&FOC.
5. To assist in maintaining the patients' sense of control, answer questions and listen to their concerns.
6. Report any concerns/issues to patients' clinical care team in a way that will encourage trust and cooperation.
7. Maintain confidentiality and model it for others.
8. Attend quarterly meetings with the Discharge Planning Director.
9. Be available for 1 week at a time.
10. Go to the hospital daily and check to see if patients desire to meet with the chaplain. If the patient desires this, the chaplain may then pray with the patient and/or provide spiritual information they have requested.
11. Utilize a quiet room available to the pastors as needed. This will be an unlocked room where one may have conferences with patients' families.
12. Respect a patient's desires and if a patient does not wish to meet with the chaplain, the chaplain will make note of it and not visit that patient again during their hospital stay.
13. Be available to be called if there is an emergency and a chaplain is requested to see a patient or their family.
14. Participating pastors are invited to attend any training the hospital provides which may assist them when working with patients.
15. The schedule will be made by the participating pastors and the Discharge Planning Director. The Discharge Planning Director will post the schedule on the Intranet under "schedules".

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

### Additional Information:

- All patient information is to be kept confidential.
- Volunteers must not give medical advice to clients and will be trained on the resources available to help patients and families get questions answered.

## Required Qualifications:

### Education:

High School Diploma or GED

### Experience:

Prior Pastoral experience.

### Licenses, Certifications, Registrations:

Ordination by a recognized church denomination

### Knowledge, Skills, Abilities:

- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner. Must complete the MGH Orientation training

## Physical Requirements

**THE FOLLOWING INFORMATION IS PROVIDED IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA):**

**Read:** Ability to read patient demographic data (name, date-of-birth, address, etc.)

**Speak:** Ability to communicate in a professional manner.

**Write:** Ability to write legible messages inter-office.

**Reasoning:** Ability to carry out instructions provided in written or oral form

### *Degree of physical demands:*

**Light work:** Exerting up to 20 pounds of force occasionally and/or 10 pounds frequently, and a negligible amount of force constantly. Able to sit, stand, walk, bend.

**Reaching:** Extending the hand(s) and arm(s) in any direction.

**Handling:** Holding, grasping, turning, working with hand(s)

**Hearing:** Ability to accurately hear information given in person.

**Fingering:** Good manual dexterity.

### *Degree of visual aspects:*

**Acuity:** Near clarity of vision at 20" or less

**Color Vision:** Ability to see colors with regard to filing.

### **Machines, tools, equipment which may be representative by not all inclusive**

Computer, Telephone, Copier, Printer