

Volunteer Chaplain

Role:	Volunteer Chaplain	FLSA Status:	Exempt Volunteer
Department:	Volunteer Services		
Reports to:	Volunteer Coordinator	Date:	Ongoing

Volunteer Position Summary

Volunteer Chaplains provide for the spiritual needs of medical patients and their families, as well as Mason Health staff members. Our Volunteer Chaplains are spiritual care professionals grounded in communities of faith and are informed by professional education and training. Volunteer Chaplains demonstrate respect for the cultural and religious values of those they serve and refrain from imposing their own values and beliefs.

Hospital chaplains can be either on-site or remote providing tele-chaplaincy services. Most Chaplains have a weekly 2-hour commitment and then also take turns on a rotating basis to be the weekly on-call Chaplain during all shifts, including nights, weekends, and holidays.

Duties and Responsibilities

- Partner with the charge nurse in ICU and Med/Surg/Peds to get referrals of patients who may benefit from a pastoral visit. ED and Birth Center will request a chaplain if needed.
- Assist patients and/or staff in prayer, contemplation, or search for spiritual guidance.
- 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.
- Provide sympathetic support, encouragement and spiritual companionship to patients and staff at Mason Health.
- Assist in maintaining the patients' sense of control, answer questions and listen to their concerns.
- Report any concerns/issues to patients' clinical care team in a way that will encourage trust and cooperation.
- Maintain confidentiality and model it for others.
- Attend monthly meetings with the Volunteer Coordinator.
- Be available during assigned volunteer time.
- Utilize a quiet room available to the pastors as needed. This will be an unlocked room where one may have conferences with those wishing to speak with a chaplain.
- 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.
- Be available to be called if there is an emergency and a chaplain is requested to see a staff member, patient or their family.
- Participating chaplains are invited to attend any training the hospital provides which may assist them when working with patients.
- The schedule will be made by the participating pastors and the Volunteer Coordinator.

Organizational Responsibilities

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

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All patient and/or staff 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.

All Volunteers and employees are required to participate in annual safety trainings.

All Volunteers are required to provide the Volunteer Coordinator with the following documentation:

- Volunteers are required to be up to date with COVID-19 vaccination and provide the Volunteer Coordinator with a photocopy of their COVID vaccine card or have a documented exemption.
- Volunteers must document annual flu vaccination or provide a signed declination.
- Take an initial TB test and annually answer a short survey regarding TB symptoms.

Required Qualifications

Education: High School Diploma or GED

Experience: Prior experience as a spiritual care professional, ideally in a medical setting.

Licenses, Certifications, Registrations: The chaplain must be an ordained minister and/or have completed a certified hospital chaplaincy program. Ideally a minimum of 1 unit of Clinical Pastoral Education.

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.

Physical Requirements

	Never <i>0% of the time</i>	Seldom <i>1-10%</i>	Occasional <i>10-30%</i>	Frequent <i>30-70%</i>	Constant <i>70%+ of the time</i>
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting <35 lbs		x			
Carrying <10			x		
Carrying 10-35		x			
Carrying >35		x			
Pushing/Pulling		x			
Sitting			x		
Standing				x	
Walking				x	
Bending/Stoopi		x			
Crouching		x			
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

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

Computer, telephone, copier, printer, and mobile devices.