

## Job Description



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|---------------------------|---------------------------------------------|
| <b>Job Title:</b>         | <b>Spiritual Care Practitioner/Chaplain</b> |
| <b>Department:</b>        | <b>Patient &amp; Family Services</b>        |
| <b>Responsible to:</b>    | <b>Spiritual Care Service Lead</b>          |
| <b>Primary Work Base:</b> | <b>Warwick/Coventry/Rugby</b>               |

### **Role Purpose:**

Spiritual Care Practitioners (SCPs)/Chaplains form a team responsible for the delivery of the Spiritual, Pastoral and Religious care of patients, carers, volunteers and staff from a variety of backgrounds and traditions across The Myton Hospices.

As part of the multidisciplinary team, SCP/Chaplains provide specialist knowledge and expertise in matters relating to spiritual and cultural beliefs, experiences and practices, particularly pertaining to specialist palliative and end of life care provision as part of holistic care.

### **\*Location**

SCPs/Chaplains will have a main link site and in addition there will be requirement to cover provision at any of our other sites and to participate in group and organisation meetings and training which may take place in Warwick, Coventry or Rugby or online (as we are a multi-site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

### **Myton Core Values**

Our Core Values underpin everything we do and all employees are expected to comply with our values and reflect these in their day to day work.



## **Duties and Responsibilities**

### **Spiritual, Pastoral and Religious Care**

1. Promote, educate and deliver broad, inclusive and deep spiritual care for patients, families, staff and volunteers.
2. Work within a high quality team of practitioners, participating in training, reflective practice and team activity.
3. Facilitate and deliver high quality spiritual support for people using the services of The Myton Hospices, as they come to terms with living with their own particular situations, supporting them as they find their sense of meaning and purpose. This will include inpatient and outpatient services.
4. Undertake holistic person-centred assessment of individual pastoral and spiritual needs and support the exploration of issues of spirituality where required.
5. Recognise diversity and promote inclusivity and equity across services for people of all religions and those with no specific religious beliefs.
6. Operate under both policy and initiative regarding spiritual needs in crisis situations and assess individual needs, referring on to appropriate person / service or faith group as necessary.
7. When required, facilitate or if appropriate conduct services within The Myton Hospices.
8. Facilitate the delivery of services, prayers or rituals consistent with the faith or belief of the individual patient or family member.
9. Participate fully in multidisciplinary meetings and contribute to discussions to ensure the individual pastoral, religious and spiritual needs of patients and families are identified and addressed as part of holistic care planning.
10. Keep clear and accurate patient records in accordance with The Myton Hospices clinical record-keeping guidance. This will involve writing in patient notes on our electronic systems.
11. Work with the multidisciplinary team in the provision of bereavement care, including offering advice and information to families about funerals / memorial services and other related issues and, if appropriately trained and qualified, to officiate funerals on occasion.
12. Work alongside Spiritual Care Lead and the Fundraising and Marketing to support memorial and remembrance services.
13. Support the provision of spiritual care out of hours when required.
14. On occasion to represent Spiritual Care Service at relevant functions and events across the locality and to participate in wider education and learning opportunities.
15. Keep up to date with national, regional and local developments in palliative and end of life spiritual care guidance and provision.
16. Work closely with the Spiritual Care Service Lead and other members of the Spiritual Care Team, including volunteers, to ensure a safe, holistic and professional service is delivered.
17. Undertake regular clinical or pastoral supervision by an appropriately trained person outside of the organisation.
18. Maintain healthy connections to own spirituality in a way that is life-giving and job-sustaining (the detail of which would be worked out with the Spiritual Care Service Lead).

### **PWBS/Outpatients and community developments:**

1. Foster links with local organisations and community groups to promote the services of Myton Hospices and to ensure the best care for patients and families.

2. Awareness and working appropriately with the local Compassionate Communities movement to implement initiatives, increase awareness, and offer training relevant to spiritual care services across Coventry and Warwickshire.
3. Awareness of and possibly working with the No Barriers Here © movement as developing at Myton Hospices under the Spiritual Care Lead.

### **Staff and Volunteer Support**

1. Participate in and deliver reflective practice sessions with staff and volunteer teams.
2. Assess and respond to volunteers' and staff's spiritual and pastoral needs (individual/collective).
3. Be actively aware of issues, changes and conditions which affect staff and volunteer wellbeing.
4. Collaborate with other relevant departments in promoting staff and volunteer wellbeing.
5. Contribute to the development and delivery of spiritual care awareness and bereavement training for staff and volunteers.

### **Partnership Working**

1. Work collaboratively with faith leaders in the community for the benefit of patients, families and carers using the services of The Myton Hospices.
2. Work with a range of community faith and belief leaders to organise necessary rites and sacraments as requested by individual patients and their families.
3. Collaborate with colleagues in the local NHS Trusts to enable the delivery of spiritual services to patients and their families as they transition from acute care into Hospice care and in our out of hours provision.
4. Help to deliver training and support to others in their provision of pastoral and spiritual care, including participation in internal and external training programmes.

*This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.*

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

### **Equality & Diversity**

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

### **Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_