MEADOWOOD
SENIOR LIVING

JOB DESCRIPTION

JOB TITLE:	Chaplain
WAGE LEVEL:	16-exempt
PRIMARY FUNCTION:	Create, implement, and manage long-range vision for Meadowood's Spiritual Wellness Program; address and support the spiritual needs of the residents, families, and staff throughout the continuum in the Meadowood community in a manner that supports a person-centered approach to care and services. Support Meadowood's goals and positive reputation in the larger community as a provider of quality services to seniors.
REPORTS TO:	President/CEO
KNOWLEDGE, SKILLS & ABILITIES:	Must be a graduate of a recognized seminary, with ordination from a recognized faith community. One unit of CPE is required with four units of CPE accredited preferred. Ability to work with people of different abilities and from various religious backgrounds. Willingness to work flexible hours and display positive spiritual energy. Ability to meet residents, staff, and family members where they are in their spiritual life.
PHYSICAL DEMANDS, JOB HAZARDS, & WORKING CONDITIONS:	*See attached Job Task Analysis Worksheet*
CONTACTS:	Residents and their family members and significant others, employees and clergy in the community.

Revised October 22, 2004, September 2009, August 2011, August 9, 2013; July 2019

DUTIES AND RESPONSIBILITIES:

Pastoral Presence:

1. Build relationships of trust through visits, presence, counsel and conversations with residents, staff and visitors.

2. Visit all residents within two days of admission to the Health Center.

3. Visit all residents as soon as possible upon their admission to a local hospital.

4. Visit each resident in Holly House and Azalea House at least six times per year. Visit each resident in Laurel House at least three times per year.

5. When a resident dies, make contact with the family members, offering support and comfort, assist in the planning of any funeral services and conduct funeral/memorial services as requested.

6. Visit all new residents to Meadowood residential living in the fourth month after they have moved in to Meadowood.

7. As a member of the Health Services team, work collaboratively to provide the highest quality of continuing care to each resident.

8. Counsel with residents, their families, and staff, in response to issues of life transitions, grief, and loss.

9. Keep accurate/current documentation of pastoral visits with residents.

Worship:

1. Conduct two weekly Christian worship services – one in the Health Center and one for Residential Living residents.

2. Lead special services that are inclusive and welcoming to all faiths and denominations. These may include special celebrations (e.g., Tree of Lights for residents who have died in the previous year, Good Friday with the Roman Catholic community, and others).

3. Coordinate with worship leaders from other faiths to provide appropriate services for residents. These will include Roman Catholic Mass, Jewish Holy Days, and

Christian services for particular denominations as appropriate.

4. Officiate at funeral/memorial services for residents.

Programmatic:

1. Plan and implement spiritual experiences and classes for residents including a Pastor's Study and classes led by outside experts.

2. Collaborate with staff to initiate or participate in programs and activities aimed at fostering wellness and spiritual well-being.

3. Provide support and training for staff on topics such as counseling at times of loss, caregiver support and bioethics.

Administrative:

1. Work with the CEO in developing the overall spiritual care program and spiritual health of the community.

2. Develop opportunities for mission giving by residents and staff.

3. Manage both budgeted funds and designated funds (mission and worship).

4. Meet with the Worship Committee six times per year to develop lay participation and ownership in the worship services.

HEALTH PRECAUTION: All employers are required to inform employees or applicants about the possible risk of exposure to the hepatitis B virus. The category in which your position falls is: ___II___.

This means:

Category I: Those performing tasks that involve regular exposure (twice a week or more) to blood, body fluids or mucus membranes and require use of protective measures.
Category II: Those performing tasks that involve no exposure to blood, body fluid or tissues, but which could become a potential for exposure.
Category III: Those performing tasks that involve no exposure to blood, body fluids or tissues.

I have read the above position description, and fully understand the conditions set forth therein, and if employed, I will perform these duties to the best of my knowledge and ability.

_____
Employee signature/date

_____
Supervisor signature/date

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