



Health & Community Chaplaincy Committee

Matthew 25:34-45

Presbyterian Church of Victoria
156 Collins St, Melbourne 3000 (03) 9650 9311

Job Description: HCCC Chaplaincy Support Worker 2019

Position focus:

The Chaplaincy Support Worker is employed by the Health & Community Chaplaincy Committee to provide administrative support for its Staff and Volunteer Chaplains and to administer various aspects of the Committee's work as outlined below including the Good Friday Appeal, Ministry Family Assistance Program, regular grant payments and providing assistance and support to the Committee and Camp Project Worker in relation to the annual PCV Ministry Family Camp.

Reporting to :	The Convener, HCCC
Hours of work :	15 hours per week (0.4FTE)
Location:	HCCC Office, Heathmont House 268 Canterbury Rd, Heathmont
Salary Structure:	Salary and Superannuation (10%) Victorian Clerks Private Sector Award; Level 3 Telephone Expenses \$40 per month Laptop/Software provided

Tasks

Organise HCCC meetings- meeting room bookings, communication with Committee members, distribution of papers, purchase of lunch requirements, taking of minutes, developing action lists

Expedite payment of Committee expenses as per HCCC annual budget to a pre-determined limit

Expedite grant payments and all related communications; eg AFES, PCV Volunteer Chaplains

Maintain PCV Chaplains accreditation records (Paediatric Chaplains and others as needed)

Distribute information regarding relevant training and Professional Development to HCCC Staff and Volunteer Chaplains

Manage and effect communications with PCV/Ministers, poster development, mailouts and all administration for the HCCC's annual Good Friday Appeal

Be the point of contact for PCV Ministry Family Assistance Program (counsellors, admin, internal clients), maintaining all appropriate confidentiality

Assist with administration and organisation for HCCC's annual Chaplain's Service

Work closely with HCCC Convener and HCCC MFC Project Officer to assist with all arrangements for annual Ministry Family Camp- payment of invoices/expenses etc

Provide administrative assistance to the Pastoral Support Worker- Ministry Wives as needed

Assist the Committee in organising relevant seminars and training days; eg for ministry wives, chaplains etc

Organise the annual HCCC Chaplain's Christmas function

Purchase office supplies as necessary

Respond to internal and external queries about HCCC activities

Become knowledgeable about opportunities for Chaplaincy service in line with the HCCC's regulations and work with Convener and HCCC to identify opportunities for further work/ministry subject to budget availability and Committee requirements.

Finalise all HCCC payments (invoices/expenses and grant payments) related to End of Financial Year 30/6.

Qualifications and Experience

Administrative experience in an office environment

Proficiency in Word, Excel and Outlook

Financial literacy- understanding of accounts, invoices and expenses

Good written and spoken communication skills

An interest in the work of Health & Community Chaplaincy

Good understanding of Presbyterian polity and practice

Member or Adherent in good standing of a PCA congregation
Qualifications in business, administration, accounting or management would be well received

Personal Qualities

A lively Christian faith
Ministry oriented person with administrative skills
Proactive, efficient and responsive to deadlines
Diplomatic
Understands the importance and necessity of confidentiality
Organised
Flexible
Attention to detail
Calm and courteous

Updated 3/5/2019 following HCCC meeting 1/5/2019

Revised 8/7/2019