

## POSITION DESCRIPTION CHAPLAIN

**Position Title:** Chaplain  
**Basis of Employment:** Full time or Part time  
**Reports to:** Chief Executive Officer/Facility Manager (CEO/FM)

### POSITION SUMMARY

To provide Christian Chaplaincy services to the residents of Kirkbrae Presbyterian Homes in Kilsyth. Kirkbrae currently has more than 145 residents in Independent Living and Residential Care.

The Chaplain is to always demonstrate model excellence in customer service whilst always maintaining a safe working and living environment for residents and colleagues. Ongoing learning and development are a priority at Kirkbrae.

The role must be performed in a manner consistent with:

- the mission, vision, values, policies, and procedures of Kirkbrae
- The Charter of Aged Care Rights
- the Employee Code of Conduct
- the Australian Privacy Principles (*Cth*)
- the Aged Care Act (*Cth*) and the Aged Care Quality Standards (*Cth*)
- the Occupational Health and Safety Act 2004 (*Vic*)

### KEY SELECTION CRITERIA

To competently perform in this position, the following knowledge, skills, and workplace-based experience are required:

#### Essential

- A minister who can subscribe to the Doctrinal Basis set out in the Constitution of Presbyterian Care Victoria Limited.
- A minister with proven experience in practical pastoral care.
- Completion of units in Clinical Pastoral Education (CPE) or equivalent or completion of same as soon as possible after taking the position, though not essential, will be highly regarded.
- 3-5 years' experience in a similar position or in a senior ministry role with demonstrable regular contact with the aged and their families.
- Demonstrated practical knowledge of first aid and emergency procedures relating to aged care and the standard already in place at Kirkbrae.
- Demonstrated ability to organise and manage own routine and workload.
- Commitment to, and willingness to participate in, continuing training and education related to area of employment.
- Ability to work effectively, respectfully, and collegially in a team environment.
- Highly developed interpersonal skills and ability to work with residents of differing backgrounds whilst maintaining role and professional boundaries.
- Able to write and speak English in a way that supports clear communication with residents and colleagues and government investigative bodies.
- Current satisfactory police check.
- COVID vaccination

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## PROFESSIONAL RESPONSIBILITIES

- The Chaplain to the Kirkbrae Presbyterian Homes is appointed to supply spiritual and pastoral care services to all residents at Kirkbrae, including to those of different denominational backgrounds or faith orientations.
- The main responsibility of the Chaplain will be to conduct visitation to residents of the Independent Living and Residential Care and to provide access to spiritual counsel, prayer, the Lord's Supper, and Christian worship.
- The Chaplain will be expected to facilitate the provision of a weekly Sunday Presbyterian worship service at the facility and to organise other midweek meetings for prayer, Bible Study and evangelism as deemed appropriate, including a monthly Communion Service in Residential Care weekly chapel services and memorial services as required.
- The Chaplain will be available for visitations to sick residents in nearby hospitals.
- The Chaplain must, by law, be willing to refer and facilitate access to religious practitioners of other faiths, if requested to do so, so that the specific spiritual and pastoral care needs of residents and their families who adhere to faiths other than Christianity may be met.
- The Chaplain will be expected to facilitate communication with the residents to inform them of available Chaplaincy services through the provision of a monthly newsletter, visiting leaflets or other forms of communication as deemed appropriate.
- Though the Chaplain is not under obligation to be on-call to the Kirkbrae facility it is expected that the Chaplain demonstrates practical and sensitive pastoral care to residents in times of serious illness and in death. The Chaplain must be willing to prepare and lead rituals and prayers sensitive to the spiritual and emotional needs of the residents and their families in a timely manner.
- The Chaplain may assist in the provision of or participation in burial and funeral services for deceased residents as agreed between the Chaplain and the deceased persons' family and /or executors.
- The Chaplain is encouraged to liaise with local Churches of other denominations as required to build a rapport with Ministers of religion within the area in support of Kirkbrae residents.
- The Chaplain is expected to maintain a healthy working relationship with CEO/FM, executive and staff of the Kirkbrae facility and the various Residents Committees and to participate in staff and residents' social and seasonal activities in an appropriate manner.
- The Chaplain will be expected to participate actively in departmental meetings, and in-service activities as determined by the executive of Kirkbrae Presbyterian Homes.
- The Chaplain will not be expected to compromise his theological or ethical positions and those held by the Presbyterian Church of Victoria in the process of discharging any of his duties at Kirkbrae Presbyterian Homes.

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## ATTRIBUTES, APTITUDES AND COMPETENCIES

The applicant will be assessed, appointed, and regularly reviewed on the basis of attributes, aptitudes and competencies the areas listed below.

- Personal and spiritual suitability

Christian maturity and experience, suitability of gifts and temperament to the Chaplaincy role. Strong communication and interpersonal skills. Physical health and stamina. Commitment to appropriate rest and recreation.

Concern for, and rapport with, the elderly and an understanding of the specific physical, emotional and spiritual issues relating to aged care.

Demonstrated sensitivity and respect for the views of others.

- Specialist knowledge

An understanding of the environment and issues relating to contemporary residential aged care with a strong commitment to providing quality services (particularly in spiritual and pastoral care) to meet the needs of older people (including residents requiring memory support) and their families.

The Chaplain will undertake to ensure that care is delivered in a manner consistent with the National Standards of Practice for State & Commonwealth Funded Programs.

An understanding of the processes of grief, death and loss for individuals and families.

- Essential Skills and Application

The ability to organise, prioritise and appropriately conduct Christian visitation, meetings and worship services within the Kirkbrae facility

Preparation and delivery of relevant written and oral presentations and reports to various groups including Kirkbrae management, residents, the Community, and wider church bodies.

A commitment to the policies of the facility in relation to legislation, safety, procedures, reporting, confidentiality, and security.

- Administration and Documentation

Will ensure that all administration, documentation, and reporting as required by the employer and Kirkbrae executive/management is initiated and completed in a timely manner.

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- Teamwork and communication

A demonstrated ability to participate, develop and lead as required, as an active member of the staff team and to effectively manage areas of cross over in responsibility between organisational and wider church bodies.

The Chaplain will demonstrate an ongoing commitment to the establishment of harmonious working relationships and the maintenance of open channels of communication in the workplace environment.

- Continuous Improvement

The Chaplain will demonstrate an ongoing commitment to ensuring the continuous provision and improvement of quality services, including a plan for regular professional supervision and participation in an annual review to be conducted by the Chief Executive Officer / Facility Manager.

The Chaplain is expected to continue to update their skills appropriate to the current and future needs of the facility and for their own personal and professional development.

The Chaplain will be expected to participate as required by Kirkbrae executive in the accreditation processes of the facility to ensure that Kirkbrae continues to achieve and maintain relevant legislative accreditation.

The Chaplain will demonstrate a willingness to work with the strategic directions of the employer.

The Chaplain will demonstrate a willingness to engage with the Health & Community Chaplaincy Committee (HCCC) of the Presbyterian Church of Victoria and the Presbytery of Maroondah regarding the future recruitment, training, and supervision of pastoral care volunteers at Kirkbrae.

- Safety Requirements

Ensure they have or seek as necessary up-to-date knowledge of equipment utilised in performing their duties, including safe storage, cleaning, and utilisation.

At all times to act in a safe manner and ensure that their work practices and/or actions do not put themselves, other staff, residents, or visitors at risk.

Attend the prescribed safety education on an annual basis, (e.g., Fire Training and Manual Handling etc)

Plan, practice, and be accountable for security and confidentiality requirements relating to the Chaplain position.

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Initial:

Be able to apply the initial basic principles of emergency first aid and be aware of the protocols for summoning assistance in the event of an emergency arising involving any personnel within the Department.

Ensure that any incident/injury involving a staff member, resident or visitor is recorded on the approved incident/injury form and forwarded to the CEO/FM. Report immediately to the CEO/FM, any serious incidents relating to residents or staff.

To meet regularly or as requested with the CEO/FM and other designated representatives of the pastoral care team and report immediately any matters requiring immediate action.

### **WIDER CHURCH REPORTING AND PARTICIPATION**

The Chaplain will report on a quarterly basis to both the employer and the Presbytery of Maroondah regarding the provision of their Chaplain services at Kirkbrae Presbyterian Homes.

### **PERFORMANCE REVIEW**

The Chaplain's performance shall be evaluated by the CEO/FM or delegate at three months service, 5.5 month's service and at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

Kirkbrae's policy is that employees are expected to pursue continuous improvement in the pursuit of excellence in their role.

NOTE: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all inclusive.

### **PHYSICAL REQUIREMENTS OF THE POSITION**

The following requirements will be needed to carry out the essential elements of the position as outlined in the position description.

The frequency descriptions relate to the following time frames:

Continuous = 75% to 100% of the work day  
Frequent = 25% to 75% of the work day  
Infrequent = 0% to 25% of the work day

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Initial:

<b>Continuous</b>	
Sitting	Sitting is required when carrying out documentation or administration requirements.
Grasping/ Finger Movement	Grasping and finger movement (pinching, picking, and typing) is required to holding onto objects and in carrying out administration duties. It will require the ability to do repetitive motions with hands, wrists and fingers.
Handling and Feeling	Handling and feeling are required in carrying out administration duties, finger dexterity and hand–eye coordination are required, along with full hand and wrist movement, also the ability to perceive attributes of objects by touching with skin, particularly that of the fingertips.
Communication	An excellent understanding of the English languages is required in carrying out administration duties and when dealing with consumers, staff and other key stakeholders. Also, the ability to communicate effectively.
Hearing	Ability to maintain hearing acuity, with correction, if required, and the ability to hear and understand whispered conversations at a distance of up to 1 metre. Ability to interpret what is being heard.
Vision	Ability to see and recognise objects and read documents. Ability to discriminate between colours and to determine depth perception.
Smelling	Ability to distinguish odours and identify hazards.
Repetitive Motions	Repetitive motions of the wrists, hands or fingers may be required when carrying out administration duties such as, but not limited to typing.
<b>Frequent</b>	
Reaching and stretching	Reaching and stretching is required in carrying out administration duties.
Standing and Walking	Standing and walking are required for the delivery of service and movement. It will require the ability to fully use both legs on a variety of surfaces.
Twisting	The ability to reach in all directions and to twist at the waist is required.
<b>Infrequent</b>	
Climbing	Climbing is required when ascending or descending stairs or ladders. It will require the ability to utilise both legs and feet and/or hands and arms. Body agility is required.
Balancing	Balancing is required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out job requirements.
Lifting and carrying	Lifting and carrying is required in the movement of objects from lower to higher and/or horizontally and/or place to place. It will require the ability to fully use both arms and hands.
Pushing and Pulling	Pushing and pulling are required to draw, drag, push or tug objects.
Bending and Crouching	Bending at waist level whilst carrying out job requirements. Ability to crouch to floor level when required.
Kneeling	Kneeling can be required whilst carrying out job requirements.

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Initial:

**AVAILABLE ASSISTANCE**

Providing a safe working environment for all employees is critical therefore the following assistance will be available to aid in meeting the physical requirements of this role, however assistance is not limited to this list.

- Induction program on commencement.
- Ongoing education and training, including full instruction on any new equipment purchased.
- Policies, Procedures and Guidelines for duties.
- Legislative Requirements for duties.
- Maintenance system duties are performed within the Policies, Procedures and Guidelines.
- Equipment to be maintained in a safe and functional manner.
- Effective Committees where personnel can participate.
- Regular update via staff information bulletins, staff meetings.

Employee Position Declaration

I ..... have read and understand the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have initialled the top right-hand corner of each page as confirmation of reading and understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign/have signed\*, outlining the Employment Details.

.....  
Employee Signature

.....  
Date

.....  
Manager's Signature

.....  
Date

.....  
Manager's Name (Please Print)

\*Delete as necessary.

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