

# OTTERBEIN ST. MARYS

<b>JOB TITLE:</b> Chaplain	<b>FUNCTION CODE:</b>
<b>DEPARTMENT:</b> Ministerial	<b>FSLA DESTINATION:</b> Salaried
<b>RESPONSIBLE TO:</b> Executive Director	
<b>SUPERVISES:</b> As assigned	

**BASIC PURPOSE:** In keeping with our United Methodist tradition, we seek to enhance the quality of life and holistic growth of older persons by providing high quality service in a professional, timely manner and by communicating, coordinating, and cooperating with others to attain goals.

## Job Summary:

The Chaplain position exists to provide spiritual, religious, and personal counseling/guidance to residents, family members, and employees to assure the highest degree of quality resident care at all times. The Chaplain relates to the church communities surrounding Otterbein St. Marys and other community organizations to enhance relationships and coordinate programming. The Chaplain performs these duties in accordance with current federal, state, and local standards, guidelines and regulations. Performs other appropriate related and unrelated assigned duties.

## JOB SPECIFICATIONS:

**Education:** Master of Divinity

**Licensure/Certification:** Must be a licensed minister, with certification in Clinical Pastoral Education (CPE) preferred.

**Experience:** Must have at least three (3) years experience in pastoral ministry. Must be oriented to health care practices and procedures.

## SPECIAL SKILLS AND REQUIREMENTS:

1. Must be able to cope with mental and emotional stress related to working with persons who are ill, disabled, elderly and/or emotionally upset.
2. Must be able to communicate in English.
3. Must be detailed oriented and have excellent literacy and writing, documentation, communications and interpersonal abilities.

4. Must have strong organizational and scheduling skills to appropriately balance multiple issues.
5. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, church communities and the general public.
6. Must have knowledge and awareness of the ethical issues of aging, particularly with the end of the life decisions/advance directives.
7. Must possess computer skills and knowledge of basic office software and be able to execute computer use.
8. Must be able to use tools and equipment required.
9. Must be able to travel to all of the Otterbein Homes' communities.

#### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

The Americans with Disability Act prohibits discrimination against a qualified individual with a disability. To be qualified for this position an individual must meet the following standards and/or be able to perform the highlighted essential functions and activities.

1. Must be free of diseases that may be transmitted in the performance of job responsibilities during the stage of communicability unless person can be given duties that minimize the likelihood of transmission. [ORC 3701-17-07(B)]
2. Must be certified by a physician as medically capable of performing the duties prescribed for this position. [ORC 3701-17-07(D)] This examination includes a urine drug screening and TB testing.
3. The physical activities for this position involve:  
 BALANCING FINGERING PULLING PUSHING STANDING  
 CLIMBING GRASPING STOOPING CROUCHING CRAWLING  
 KNEELING REACHING LIFTING REPETITIVE MOTION
4. An individual in this position will be required to lift or carry weight in the following range:  
 up to 10 lbs. 11-24 lbs. 25-34 lbs. 35-50 lbs.
5. The essential sensory and communicative activities include :  
 FEELING SEEING SPEAKING HEARING SMELLING TASTING
6. An individual in this position will be exposed to the following environmental conditions when performing duties:

INSIDE ENVIRONMENTAL CONDITIONS    OUTSIDE ENVIRONMENTAL CONDITIONS

CHEMICAL HAZARDS    RESPIRATORY HAZARDS    COMBATIVE RESIDENTS

EXTREME COLD (below 32) FOR MORE THAN 1 HOUR AT A TIME

PHYSICAL HAZARDS (e.g. electric current)

EXTREME HEAT (over 100) FOR MORE THAN 1 HOUR AT A TIME

RARE EXPOSURE TO BLOOD AND BODY FLUIDS

The Chaplain must demonstrate competency in areas of Core Performance, Work Relations and Teamwork, Personal Responsibility/Accountability and Mission Support, Resident, Guest and Internal Customer Focus, and Leadership. Competency is demonstrated when the work performed results in the outcomes described under each area.

### **Core Performance**

1.     Lead and/or participate in worship services at OSM.
  
2.     Lead or facilitate Bible Study Groups at OSM.
  
3.     Serve as staff representative on Resident Spiritual Life Committee and Ethics Committee if needed.
  
4.     Expand Otterbein Homes outreach to our church communities, not limited to United Methodist denominations.
  
5.     Utilize existing resources to assist residents and partners in meeting their needs, carrying out their desires, and preserving their dignity.
  
6.     Assist in preparing a budget for pastoral care and working within budgetary constraints when finalized.
  
7.     Speak at civic functions and organizational meetings as required or invited.
  
8.     Serve on various committees and attend in-service education as directed.
  
9.     Maintain confidentiality of all pertinent resident care information to assure resident rights are protected.
  
10.    Honor the resident's and partner's request for non-participation

in religious services or programs.

11. Serve "on-call" for emergency situations.
12. Assist in developing and implementing quality assurance monitoring tools/programs for pastoral services.
13. Develop and present educational programs for Otterbein Homes' communities and supporting churches.
14. Provide counseling/guidance to residents, family members, and partners as necessary.
15. Maintain and submit records/reports of pastoral activities.

### **Work Relations and Teamwork**

1. Understands the relationship of this job to the facility mission and strives to implement this in their daily work.
2. Communicates with co-workers, supervisors and staff from other departments to solve problems, improve quality, improve processes and services.
3. Willing to participate on facility/department committees, meetings and task forces.
4. Identifies and acts on opportunities to work in harmony and support work efforts of co-workers and staff from other departments without being asked.
5. Welcomes new partners and contributes to an atmosphere where they feel part of the team.
6. Helps co-workers understand and implement change.
7. Promotes positive work environment.

### **Personal Responsibility/Accountability and Mission Support**

1. Instances of absence and tardiness are within acceptable levels.
2. Willing to accept change in assignment.
3. Accepts changes in work schedule or extra hours.
4. Makes suggestions to improve processes, efficiency and quality with supervisor.
5. Demonstrates desire to improve job skills, knowledge, performance and education.
6. Adheres to Partners in Caring standards.
7. Openly displays Partners in Caring attitude.
8. Attends in-services or makes up in accordance with facility policy.
9. Conforms with all facility and departmental policies.

### **Resident, Guest and internal customer focus**

1. Responds with sensitivity to the emotional, spiritual and practical needs of residents, families, guests and staff.
2. Frequently receives positive feedback and comments about the quality of work and effort from residents, families and co-workers.
3. Priorities, schedule and effort are adjusted to meet specific customer needs.
4. Respects residents, families and co-workers' rights, dignity and confidentiality.
5. Problems and concerns are reported and resolved when possible.
6. Universal Precautions and Infection Control techniques are followed.
7. Understands and demonstrates their responsibility in relation to the facility safety plans and procedures for fire, weather and other disasters.

## **Leadership**

1. Takes initiative to identify and report problems.
2. Takes initiative to be part of the solution to the problem.
3. Acts as a coach and positively encourages co-workers.
4. Supports team decisions even when they conflict with personal opinions.
5. Takes pride in their total job responsibilities.
6. Strives to achieve the facility's mission.
7. Demonstrates initiative and leadership when new programs are implemented.
8. Willingly accepts a challenge and strives to make it work.