



Hospice of the Valleys

**Job Title:** Spiritual Care Provider  
**Reports To:** Director of Spiritual Care and Bereavement Services  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1/2/2015

### **POSITION SUMMARY**

To provide pastoral care and bereavement services to Hospice of the Valleys patients, their families, and the larger community.

### **QUALIFICATIONS**

1. Graduate of an accredited seminary or school of theology.
2. Master of Divinity degree.
3. Ordained & Member in good standing of ecclesiastical authority.
4. 1 unit or more of clinical pastoral education.
5. Adheres to the standard of professional conduct as expressed in the Association of Professional Chaplains Code of Professional Ethics: Members shall affirm the religious and spiritual freedom of all persons and refrain from imposing doctrinal positions or spiritual practices on persons whom they encounter in their professional role as chaplain.
6. Prior Hospice and Palliative Care and/or medical/clinical chaplaincy experience preferred.
7. Ideal candidate has a minimum of one year experience with NetSmart EMR software program/ computer literate.
8. Strong oral and written communication skills, including public speaking and facilitate support groups.
9. Training and/or experience in working with families facing serious illness, death, grief and loss. Strong inter-personal skills.
10. Ability to be open, flexible and ecumenical in ministry.
11. Commitment to hospice philosophy and its implications.
12. Must be available for weekend, nights, and holiday on-call.
13. This position requires a personal vehicle in order to perform the essential job functions. A valid California driver's license including an acceptable driving record, and auto insurance coverage, as set forth below, are required.

### Definition of Acceptable Driving Record

- No more than three moving violations or more than one chargeable accident during the past 36 months, and
- No major convictions (driving under the influence of alcohol or drugs, reckless driving, etc.) within the past seven years, and
- No license suspensions or revocations within the past seven years.

### Vehicle Insurance Requirements

- \$10,000 property damage and a minimum of \$100,000/\$300,000 bodily injury coverage.
- Drivers are required to provide Hospice of the Valleys with a copy of their automobile insurance declaration page indicating proof of property and liability coverage prior to employment and ongoing with each policy renewal period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following non-inclusive list. Other duties may be assigned. Nothing in this job description restricts management's right to assign or reassign duties to this job at anytime. All duties are to be performed in compliance with applicable laws, regulations, and Hospice of the Valleys policies and procedures.

1. Acts within the context of the Interdisciplinary Team to provide 'best practice' direct spiritual care to Hospice of the Valleys patients and their families, and the community at large.
2. Act as a liaison to patient/family's clergy or spiritual advisor, as well as to HOV and faith communities.
3. Provides education and support to faith communities, referring facilities, and other community partners.
4. Represents HOV by attending and participating in a variety of spiritual and religious community groups and meetings to raise awareness of hospice, market HOV programs and services and to meet community spiritual needs.
5. Coordinates and participates in community events i.e. funerals, memorial services, and special services.
6. Coordinates Hospice of the Valleys SC dept. programs with those of area hospitals and churches in relation to hospice patients and families.
7. Complies with all State and Federal regulatory mandates, including maintenance of accurate, thorough, detailed professional records on a timely and comprehensive basis.
8. Accept other assignments as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and climb stairs. The employee is frequently required to sit, stand, and walk for hours at a time. The employee has repetitive bending and reaching up to two hours a day. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee must be able to drive a car to a patient's home 2-4 hours per day. Specific vision abilities required by this job include close vision to distance.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Protective Equipment Required = As required by task and procedure.

Exposure/Risk Category = II - Some exposure to blood, blood products and body fluids.

HIPAA Level = 1

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| Employee Name:<br>(Last, First) | Signature: | Date: |
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