



## JOB DESCRIPTION

<b>JOB TITLE:</b>	MC STAFF CHAPLAIN	<b>GRADE:</b>	110
<b>FLSA STATUS:</b>	EXEMPT	<b>JOB CODE:</b>	107607
<b>DEPARTMENT:</b>	PASTORAL CARE SERVICES	<b>LOCATION:</b>	UMMC
<b>PREVIOUS TITLE:</b>	SAME	<b>DATE CREATED:</b>	10/99
<b>REPORTS TO:</b>	DIRECTOR CHAPLAINCY SERVICES	<b>DATE REVIEWED:</b>	9/19, 2/20

### **I. General Summary**

Under general supervision serves the spiritual, religious and emotional needs of patients, families and employees. Provides proactive pastoral care and leadership to assigned areas within the Medical Center. Serves as resource to the professional schools associated with the Medical System on the Baltimore Campus of the University of Maryland.

### **II. Principal Responsibilities and Tasks**

The following statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

1. Provides pastoral care to patients, families, and employees of the Medical System and University staff in accordance with departmental procedures and accepted pastoral practices.
  - A. Proactively provides pastoral care to patients, families/friends and staff. Responds to referrals for pastoral care to patients, families and/or staff by pagers, EMR consults, phone, and verbal referrals.
  - B. Actively participates in responsibility for shared duties: i.e. 24/7 staffing for assigned shift (day or night), providing pastoral care for EMR consults on unassigned units, ensuring HOLY, ARREST and TRU pagers are covered.
  - C. Documents pastoral interventions according to established departmental and medical center policies and procedures.
  - D. Follows established procedures for hand-off communication at shift change. Takes responsibility for appropriate dissemination of information.
  - E. Provides proactive pastoral care on assigned units, service lines and areas as well as for individual faith tradition.
  - F. Attends multi-disciplinary rounds whenever possible. Participates in patient/family conferences as appropriate.
2. Worship or Special Event Services Leader: Provides worship services and administers the Sacraments regularly and on special occasions.
3. Leads therapeutic and other health-related groups as needed.
4. Serves as an advisor on religious affairs to the University Hospital/Medical System administration.
  - A. Serves on staffs, boards, and committees in the UMMC as assigned by the Director Chaplaincy Services.

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- B. Participates in the programs of professional organizations and clinical conferences.
  - C. Provides biomedical ethical decision-making/consultation.
  - D. May serve as advisor on appropriate religious matters of concern to one's specific faith group.
- 5. Consults with professional staff members on patient needs and problems including recommending referrals to outside resources for follow-up care in accordance with departmental procedures.
  - 6. Provides leadership/training opportunities consistent within the area of specialty or training and experience as assigned by the Director Chaplaincy Services.
    - A. Serves as a resource for the University of Maryland at Baltimore consistent with individual training and experience and in consultation with the Director Chaplaincy Services.
    - B. Serves as a resource to community clergy and seminary students.
    - C. Serves as a resource to per diem and supplemental staff.
    - D. Serves as a resource to the Medical Center staff providing in-service training specific to service area.
  - 7. Actively participates in regular supervisory sessions with the Pastoral Services Director.
  - 8. Observes established Medical System policies, procedures, objectives, safety, environmental and infection control standards.

### **III. Education and Experience**

- 1. Master Degree in Divinity or a related theological field, from an ATS accredited college, university or seminary is required.
- 2. Ordination, rostering or licensing as a religious leader in his/her faith tradition or equivalent designation is required. Letter of good standing from his/her faith tradition is required.
- 3. Certification as a Board Certified Chaplain is preferred. Certification as a Board Certified Chaplain is required within 5 years of date of hire.
- 4. Three years relevant, pastoral experience or equivalent is required.
- 5. Minimum of four units (Level I & II) of Clinical Pastoral Education from an accredited ACPE (Association for Clinical Pastoral Education) or accredited CPSP (College of Pastoral Supervision & Psychotherapy) center is required with preference given to ACPE accredited units

### **IV. Knowledge, Skills and Abilities**

- 1. Knowledge of theology, scripture, counseling skills, comparative religions, canonical law, and church practices. General knowledge of psychology and the health care field.
- 2. Ability to handle confidential issues with the utmost integrity and discretion.
- 3. Effective verbal and written communication skills and basic computer skills are necessary to work with various Hospital departments, employees, patients and families.
- 4. Ability to demonstrate knowledge and skills necessary to provide care appropriate to the patient population(s) served. Ability to demonstrate knowledge of the principles of growth and development over the life span and ability to assess data reflective of the patient's requirements relative to his or her population-specific and age specific need.

**V. Working Conditions**

1. Weekend, holiday, on-call, and overtime are regular requirements of the position.

**VI. Patient Safety**

Ensures patient safety in the performance of job functions and through participation in hospital, department or unit patient safety initiatives

1. Takes action to correct observed risks to patient safety.
2. Reports adverse events and near misses to appropriate management authority.
3. Identifies possible risks in processes, procedures, devices and communicates the same to those in charge.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB**

JOB TITLE:	STAFF CHAPLAIN	JOB CODE:	107607	COMPLETED BY:	DES/DG/SR
DEPARTMENT:	PASTORAL CARE: 0178614	DATE:	3/14/11	MANAGER JOB TITLE:	DIR SOCIAL WORK & DIR CHAPLAINCY SERVICES

This form is designed to identify the physical demands **essential** to perform the job; the equipment and tools used; and the working conditions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. See following page for physical descriptors.

**PHYSICAL REQUIREMENTS**

Check only the boxes which reflect what are essential to perform the physical requirements of the job. If the position does not require the physical demand, leave blank.

PHYSICAL DEMAND	RARELY	OCCASIONAL LY	FREQUENTLY	CONSTANTLY
Walking			X	
Sitting		X		
Standing			X	
Reclining				
Carrying		X		
Climbing				
Balancing				
Stooping/ Bending		X		
Kneeling		X		
Crouching		X		

PHYSICAL DEMAND	RARELY	OCCASIONALLY	FREQUENTLY	CONSTANTLY
Crawling				
Reaching		X		
Handling			X	
Fingering			X	
Feeling		X		
Talking			X	
Hearing				X
Tasting	X			
Smelling				
Driving				

Check columns and **specify max lbs of force** required.

		MAXIMUM LBS	RARELY	OCCASIONALLY	FREQUENTLY	CONSTANTLY
<b>LIFTING</b>	Exertion of force required when participating in patient care	N/A				
	Exertion of force required when moving an object	25	X			
<b>PUSHING</b>	Exertion of force required to move an object	15		X		
<b>PULLING</b>	Exertion of force required to move an object	15		X		

Check the **vision** requirements for the job

Near Acuity	X
Far Acuity	X
Depth Perception	X

Field of Vision	X
Color Vision	

**EQUIPMENT AND TOOLS**

Check the items required to perform the essential functions of the job

Standard Office Equipment (e.g. computer, telephone)	X
Power Tools (e.g. saw, drill, hammer)	
Vehicles (please specify)	

Medical Instruments/Equipments (e.g. syringe, forceps, needles, sterilizing aids, catheters, lab tools).	
Other Equipment (please specify)	

**WORKING CONDITIONS**

Check all that apply

Standard Office Environment	X
Laboratory Environment	
Weekend, shift work, on call, holidays and overtime	X
Patients with tendencies for violent outbursts	X
Close quarters, crawl spaces, shafts, small enclosed rooms, narrow isles or passageways.	

Wet and/or Humid Conditions	
Extreme temperatures (hot or cold)	
Inclement Weather	
Noise / Vibration	X

**POTENTIAL EXPOSURES**

Bodily Fluids	X
Infectious Diseases	X
Blood	X

**POTENTIAL HAZARDS**

Mechanical	
Electrical	
Chemical	
Burns (e.g. kitchen)	
Radiation/Radioactive Material	

**ATMOSPHERIC CONDITIONS**

Fumes/Gases	
Dust	X
Poor Ventilation	X

Please detail any additional physical demands or working conditions essential to the job: