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| **Title:** | Chaplain | **Department:** | Administration |
| **Reports to:** | Executive Director | **Location:** | Exeter House |
| **Status:** | Full time, Exempt | **Effective Date:** | August 29, 2013 |



**Primary Purpose**:

The primary duty is to focus on support, solace and comfort for any residents who feel the need of someone to hear their concerns and are looking for understanding friendly help. The Chaplain should have the skills to assist those who fell confused and overwhelmed or are in sorrow. The Chaplain is a comfort resource for residents and family members, to be available as needed. He/She is an optional part of the new resident welcoming process, as the resident chooses. The Chaplain shall post regular hours to be available in the Exeter building so that residents can meet privately and shall be available by phone for appointments or counsel at other times.

**Principle Responsibilities**:

* Conducting or arranging for a worship service each Sunday at Exeter House.
* Facilitating attendance by residents at services of nearby spiritual institutions.
* Arranging in-house visits or services such as communion by representatives of denominations other than Presbyterian upon resident request.
* Arranging for speakers on spiritual topics to come to Exeter House.
* Setting up and conducting study groups on spiritual topics and texts both at Exeter House and other places.
* Cooperating with other PRCN Chaplains to present opportunities to study sacred texts, learn about and compare religions, explore aspects of spirituality, and lead in discussion of such topics.
* Initiate visits (and give residents the right to decline) to residents who are in hospitals or rehab centers.
* Contact and/or consult with family members of deceased residents regarding an appropriate memorial service at Exeter House in accordance with family wishes.
* Preside over introductions on “Birthday Night” and other functions as requested, as an easy way to remind all residents that there is a Chaplain.
* Host “Pastor Luncheons” in order to establish relationships with surrounding spiritual communities.\
* Other duties as assigned or may be necessary in an organization having overlapping roles and responsibilities.

**Required Skills/Knowledge/Abilities:**

* Excellent listening, organization, communication and knowledge/understanding of the changes associated with the aging process.
* Enjoy working with older adults including those with mild to moderate dementia.

**Education and/or Equivalent Experience:**

Equivalent to a Masters degree, with a degree in Theology. Educated and trained ordained clergy of the Christian faith. Must continue education and vocational training in an ongoing manner. Must be willing and able to assist all residents, regardless of faith, in meeting their spiritual needs. Must have pastoral, counseling, and advising skills with training and experience in geriatrics. Must have experience in working with diverse populations and be able to apply total skills of profession. Must be able to drive own vehicle as required. Must be patient, tolerant, understanding, caring and interested in the residents.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The worker is not substantially exposed to adverse environmental conditions. The noise level in the work environment is moderate. There is possible exposure to unpleasant odors and possible exposure to chemicals as identified in the MSDS Manual. There is continuous exposure to residents who are ill, confused, irritable, and irrational.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or risk to the health and safety of themselves or others. The requirements in the document are the minimum levels of knowledge, skills, and abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.