

Contracted Chaplaincy Services Position Description

Job Title:	Chaplain North 0.6 (3 days per week or equivalent)
Portfolio & Program:	Anglican Community Engagement
Reporting Relationship:	Senior Chaplain
Classification:	The Chaplain is licenced for this ministry by the Archbishop Diocese of Adelaide and is not an employee of AnglicareSA Ltd.
Date:	22 August 2023

Our vision: Justice, respect and fullness of life for all. ***Our purpose:*** Together we change lives.

Summary

Offer and provide practical, emotional, pastoral, or spiritual support to AnglicareSA employees and volunteers in the Northern Metropolitan area. Seek opportunities to strengthen connections between AnglicareSA programs, and AnglicareSA programs with the wider Anglican Community.

Key Result Areas and Responsibilities

Pastoral and Spiritual Care

- Regularly visit Anglicare work sites and programs in the Northern Metropolitan area
- Use Teams, email and/or phone to connect with those working remotely or from home
- Establish and maintain contact and offer support as required or refer to supports such as the EAP and others;
- Respond to critical incidents, individual requests for support and opportunities to attend team meetings and other gatherings;
- Respond to occasional requests from programs for pastoral support for customers
- Maintain confidential records of pastoral care offered and provide de-identified information for record keeping purposes

Spirituality

- Identify and respond to interest in spirituality at work, including reflection on practice, team building sessions and opportunities to meet for prayer;
- Develop and offer opportunities to further express spirituality at work through an ecumenical and inter faith approach to spiritual engagement;
- Respond to requests to design culturally sensitive and context appropriate rituals in response to loss, celebration or marking of significant days;
- Actively promote employee wellbeing including the use of the Sanctuary Model interactive tools, iLive Well resources, Wellness at Work and other resources.

Teamwork

- Work closely with local site and program Managers to identify opportunities to build relationships of support and positively engage in the life of sites and programs;
- Foster effective working relationship with the People and Culture Team;
- Create and/or enhance relationships between sites and programs and the Anglican Community through local parishes and schools for mutual benefit;
- Collaborate with other Chaplains including Residential Aged Care Chaplains and other area Chaplains (South/Central) and the Senior Chaplain;
- Participate in the Anglicare Australia Chaplaincy Network;
- Contribute a written report to be incorporated into the Anglican Community Engagement Team report.

Continuous Improvement

- Keep up to date with and adhere to all relevant internal and external policies and procedures that relate to this position.
- Participate in supervision and attend training and development opportunities as required by AnglicareSA and the Senior Chaplain.

Work Health and Safety (WH&S)

- Take reasonable care for my own safety and that of others by abiding by WH&S policies, standards and procedures.
- Contribute to the positive growth of the organisation's safety culture through active participation in safety initiatives and programs, such as proactively assisting in the identification and reporting of incidents, hazards and near miss events.

Requirements

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- AnglicareSA is committed to Reconciliation and to providing an environment for work and access that is culturally safe for First Nations people. Our expectations are that employees engage with Reconciliation and support the development and implementation of AnglicareSA's Reconciliation Action Plan, and we encourage engagement in First Nations events such as National Reconciliation Week and NAIDOC Week.
- Be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews with Senior Chaplain, performance development, training, and supervision opportunities.
- Have evidence of my right to work in Australia.
- Participate in an annual ministry review with the Senior Chaplain and the Manager Mission and Anglican Community Engagement

Direct Reports: Nil

Working Relationships: Senior Chaplain, Manager, Mission & Anglican Community Engagement, Parish Community Engagement Worker, Chaplain Central and Chaplain South, Diocese of Adelaide, Archbishop of Adelaide, site and program managers of AnglicareSA.

Knowledge, Skills and Abilities

Qualifications

- Degree in Theology, Social Work or equivalent including one unit of Clinical Pastoral Education
- Meet all Licensing requirements for Ministry as a Priest, Deacon or Lay Chaplain by The Archbishop of Adelaide
- Eligible to be a member of Spiritual Care Australia

Skills and Abilities

- Experience in and an appreciation of the work of community service organisations or similar people- focused, complex organisations.
- Proven ability to build, develop and maintain effective partnerships and relationships with site management, staff, volunteers, Anglican Dioceses and local Anglican parishes and schools.
- Understanding of workforce expectations, compliance frameworks and policy and procedures of large and complex organisations.
- High level interpersonal skills and effective communication skills with the ability to engage effectively in pastoral situations ranging from personal to work related matters.
- Capable of identifying and delivering, effective and flexible support to employees and volunteers, according to the unique context of sites and programs.
- Demonstrated cultural capability with Indigenous Communities.
- Demonstrated ability and experience in supporting and creating opportunities for people from diverse backgrounds, sexuality, culture, faith and spirituality, to be heard in an open, inclusive and non-judgemental manner
- Ability to respond to requests for pastoral care support in a timely manner and maintain confidentiality.
- Creatively and compassionately, respond to an individual's or group's request for a spiritual practice or service at work, in the way that is most appropriate for the person and group being supported.
- Identify gaps in organisational spiritual and pastoral care provision, and work creatively and collaboratively with others to develop solutions.
- A regular and disciplined spiritual life.
- Information Technology literacy.
- Proven ability to record relevant information clearly, accurately and promptly (both manually and electronically) and in accordance with privacy legislation and applicable policies and professional practice.
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

Special Conditions

- ☒ Supervision approved through Diocese of Adelaide
- ☒ National Police History Check
- ☒ Working With Children Check (WWCC)

- ☒ Elder Abuse Reporting
- ☒ Current Flu and COVID-19 vaccinations (and other vaccinations, where required)
- ☒ Masks to be worn as directed
- ☒ Willing to work at other sites as required
- ☒ Out of hours guidance and attendance may be required
- ☒ Driver's licence
- ☒ Fully insured, roadworthy vehicle

Approval and Acknowledgement

Job holder Signature: Date.....

Print Job holder Name:

Approver Job Title: Date: