



JOB DESCRIPTION

POSITION TITLE: CHAPLAIN	GRADE: 500
REPORTS TO: Executive Director	CORE COMPETENCY SCORE: 96
DEPARTMENT: Healthcare	EXEMPT STATUS: Exempt

JOB SUMMARY:

The Chaplain shall provide spiritual support to residents, their families, and staff. The ministry shall serve all residents of all levels of care at Paul’s Run. As a social ministry organization of the Southeastern Synod of the Evangelical Lutheran Church, Paul’s Run seeks to provide a pastoral coordination of the faith life of the residents in the community.

ESSENTIAL FUNCTIONS

Every effort has been made to make this position description as complete as possible. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or is a logical assignment of the position.

1. The Chaplain shall coordinate all the ecumenical services of worship conducted at Paul’s Run, in cooperation with Paul’s Run Worship Committee, such as:
 - a. Plan and oversee three services of worship at Paul’s Run each week. Worship Service in Halle Health Center; Worship Service in the Chapel. The Chaplain will personally lead Sunday worship no less than twice per month;
 - b. Plan and oversee Special Holiday Services: Christmas; Ash Wednesday; Maundy Thursday; Good Friday; Easter Sunday; the Passover Seder; and the Breaking of the Fast (Yom Kippur);
 - c. Plan and oversee spiritual educational opportunities for Paul’s Run residents and staff throughout the year;
 - d. Memorial Services as appropriate.
2. The Chaplain shall be available to residents, families, and staff for pastoral counseling and conversations. In addition, the Chaplain will also be available to residents for religious rites (private confession and forgiveness, the sacraments, Anointing the Sick, etc.).
3. The Chaplain will orient and welcome all new residents to Paul’s Run providing them with a list of all religious activities available to them at Paul’s Run. The Chaplain will welcome:
 - a. All new residents in Independent Living and Personal Care through individualized visits;
 - b. All new long-term residents in Halle Health Center are visited within two weeks of their move-in date and all short-term residents are provided with orientation materials. The Chaplain will visit short-term residents on referral or request.
4. The Chaplain will document an individualized spiritual care assessment and plan as needed in the medical record of HC and AL residents.
5. The Chaplain will provide pastoral visits to area hospitals as requested. The Chaplain will communicate with hospital Chaplains as needed.
6. The Chaplain will offer compassionate support to residents, residents’ families, and staff in all levels of care who experience grief at times of loss and/or death.
7. Chaplain shall serve as liaison and attend meetings of the following committees and groups:

- a. Worship Committee;
 - b. Resident Councils (IL, PC, HC);
 - c. Friends of Paul's Run;
 - d. Resident Review Committee;
 - e. Care Plan Conferences (as needed);
 - f. Subsidy Committee (as needed);
 - g. Admission Committee (as needed);
 - h. Ethics Committee;
 - i. Managers' Meetings.
8. The Chaplain shall attend and represent Paul's Run and participate in the following religious activities:
 - a. Northeast Conference of the Southeastern Pennsylvania Synod (as able);
 - b. Local ecumenical clergy group(s) (as able);
 - c. Yearly attendance at Southeastern Pennsylvania Synod Assembly;
 - d. Southeastern Pennsylvania Synod Committee on Specialized Pastoral Care.
 9. The Chaplain shall administer and oversee volunteers working in programs under the Chaplain's responsibility.
 10. The Chaplain shall administer and oversee The Chaplain's Fund.
 - a. The monies in this fund are used to support the religious and spiritual life activities of Paul's Run.
 - b. Disbursements from this fund are made under the direction of Paul's Run Worship Committee.
 - c. The Chaplain shall ensure that accurate records of this fund are maintained and such records published regularly to the Worship Committee.
 11. The Chaplain will also prepare and maintain the chaplaincy program budget.
 12. The Chaplain will attend and support as appropriate the following events at Paul's Run:
 - a. Monthly birthday dinners;
 - b. New Resident's Reception;
 - c. Annual Meeting of the Friends of Paul's Run;
 - d. Twice yearly performance of Paul's Run Chorus;
 - e. Hospitality & Staff Events (as scheduled).
 13. Serve on various committees and/or teams as requested.
 14. Participate in job and facility related training as appropriate.
 15. Adhere to organization Policies and Procedures.
 16. Demonstrate a commitment to Quality Improvement.
 17. Adhere to Corporate Compliance Policies & Procedures.
 18. Other duties assigned as related to essential functions of this position.

RESPONSIBILITIES:

A. Responsibility for the Work of Others: This section indicates the nature and type of responsibility for the work of others, including positions affected.

The Chaplain's work directly affects:

IL Activities, Dining Services, Housekeeping, Therapeutic Recreation in PC and HC.

B. Budgetary Responsibility: This section outlines the budgetary impact including amount(s) affected by category (revenues, expenses, personnel costs, etc.) and the nature of the impact (how the position affects those amounts). Provide information that aids in understanding the extent of the position's impact on the organization.

- Responsible for expenses in budge: Contracted Services, Organist, Supply Clergy, Speakers
- Chaplain's responsibility to budget include Supplies for Chaplaincy and Chaplain's Fund that do not exceed

\$20,000 annually.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

1. Two (2) years' experience as a Chaplain or clergy member.
2. The Chaplain shall be endorsed by the Evangelical Lutheran Church in America as a Chaplain or be in process for same.
3. The Chaplain shall be a member of or seek membership in the Association of Professional Chaplains (A.P.C.).
4. The Chaplain shall have experience in or education for Long Term Pastoral Care Ministry, having completed at least one unit of Clinical Pastoral Education (C.P.E), or be enrolled therein.
5. The Chaplain must be a rostered member in good standing of his/her denomination, having served at least three years in pastoral ministry, preferably in a Long Term Pastoral Care setting.

SKILLS AND ABILITIES

1. Ability to work as a team player, one who enjoys working with older adults, self-motivated and mature.
2. Demonstrate an interest in issues relating to spirituality, especially in the context of a long term care setting.
3. Ability to perform functions as itemized in physical and environmental requirements of the job as attached.
4. Ability to achieve the performance objectives delineated in the Liberty Lutheran Services' ten core competencies for this position:
 - ❖ Caring and Compassion
 - ❖ Communication/Listening
 - ❖ Financial Responsibility
 - ❖ Customer Service
 - ❖ Integrity and Trust
 - ❖ Job Skills and Functional Knowledge
 - ❖ Leadership
 - ❖ Outcome Orientation
 - ❖ Emotional Intelligence
 - ❖ Team Orientation.

STATEMENT OF UNDERSTANDING:

I have read the above job description and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position and agree to abide by the requirements set forth in this job description in a safe manner and in accordance with established procedures and will perform all duties and responsibilities to the best of my ability. I further understand that the duties listed above may change at any time, either verbally or in writing, according to the needs of the Facility. I understand that I may be required to work weekends, holidays, and may be temporarily assigned to other positions as needed.

Incumbent

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS OF THE JOB

Description of Activity	Activity	Check (✓)
Necessary to maintain physical equilibrium to prevent falling of self, others or objects being carried	Balancing	✓
Ascending or descending ladders, stairs, ramps, etc	Climbing	✓
Moving along in a prone position	Crawling	
Lowering of the body stance by bending the knees and spine	Crouching	✓
Using primarily fingers to perform action rather than the whole arm or hand, e.g.: typing	Fingering	✓
Clutching with fingers or arms and maintaining hold	Grasping	✓
Bending knees to come to rest on knee or knees	Kneeling	
Moving objects from a lower to higher position or moving objects along a horizontal level but from position to position	Lifting	✓
Exerting force upon an object in order to draw, drag or tug objects toward the source of the force in a sustained motion	Pulling	✓
Pressing against an object with force in order to thrust object forward, downward or outward in a sustained motion	Pushing	✓
Stretching of arms and/or legs	Reaching	✓
Tedious repeating movement	Repetitive Movement	
Supporting oneself on the feet in an erect position especially for a prolonged period of time	Standing	✓
Bending the body forward and downward by bending at the waist	Stooping	✓
An individual in this job will be required to carry or lift weights in this range:		
	Up to 10 pounds	✓
	11 to 24 pounds	
	25 to 34 pounds	
	35 to 50 pounds	
	51 to 74 pounds	
	75 to 100 pounds	
	Weight in excess of 100 pounds	
The sensory and communicative activities essential to the performance of this job include:		
Perceiving through physical contact, especially with the fingertips, e.g.: temperature	Feeling	✓
The power to perceive sound with no less than a 40 decibel loss at 500 Hz, 1000 Hz and 2,000 Hz with or without correction; ability to make fine discrimination in sound	Hearing	✓
To apprehend images through the use of eyes	Seeing	✓
Perceiving with the olfactory senses	Smelling	
Expressing or exchanging ideas by means of the spoken word	Speaking	✓
Perceiving through gustatory senses in order to differentiate between certain characteristics, e.g.: sweet, sour	Tasting	
An individual in this job will be exposed to:		
	Inside environmental conditions	✓
	Outside environmental conditions	
	Extreme cold; temperatures below 32 degrees for more than 1 hour at a time	
	Extreme heat; temperatures above 100 degrees or more than 1 hour at a time	
	Bloodborne pathogens	
	Physical hazards (e.g.: working in close proximity to electric current)	
	Chemical hazards	
	Respiratory hazards	
	Constant vibrating motion	