

COORDINATOR – NORTH-WEST REGIONAL HOSPITAL CHAPLAINCY SERVICES

POSITION DESCRIPTION

Position Title	Coordinator - Chaplain
Position Holder	
Position Reports to	AHW Executive Officer
Purpose	Coordination and provision of Pastoral care services to the Tasmanian Health Service.
Location	Burnie

Function / Role

The Coordinator - NWRH Chaplaincy Services oversees the provision of Chaplains and pastoral care (emotional and spiritual support), spiritual assessments, interventions, rituals and education for patients, visitors and staff of the Hospital. They respond to referrals across the hospital as required to compassionately care for the emotional and spiritual wellbeing of the Hospital Community. Chaplains also provide religious ritual / rite and intervention for complex spiritual needs.

The position brings together faith-based ministry and holistic healthcare, reflecting the values of both the Tasmanian Health Service—compassion, accountability, excellence and respect—and Anglican Health & Welfare, Spiritually Centred, Compassionate, Intentional, Professional. Chaplains offer inclusive care that supports emotional, spiritual, and cultural wellbeing, contributing meaningfully to patient-centred outcomes.

Focus of Duties

Leadership and Coordination

- Lead a team of volunteer chaplains and pastoral care workers, providing supervision, guidance, and pastoral oversight.
- Oversee chaplaincy team operations including
 - Managing chaplaincy rosters to ensure consistent coverage, including coordination of volunteer schedules.
 - Prepare regular reports for Anglican Health & Welfare and hospital leadership as required
 - Undertake general administrative tasks related to the functioning of the chaplaincy department, including responding to enquiries, managing resources, and supporting departmental communication.
- Plan and promote chaplaincy activities and services.
- Liaise with hospital departments and faith groups to meet pastoral needs

Pastoral Service Provision

- Identifying and responding to the spiritual needs of inpatients, community and referred patients, families and other service providers (including staff).
- Present on wards or units as an integral part of the hospital multi-disciplinary team and programme
- Respond to referrals across the hospital as required
- Refer patients to appropriate faith community contacts / clerics or other support services as required
- Ensure appropriate administrative data recording and documentation (including in the Health record)
- Obtaining clinical or pastoral supervision and maintain an effective method and measure of self-care.
- Provide rituals and ceremonies as required including Chapel services, memorial services, funerals and religious services.
- After-hours and on-call services
- Participation in Professional Development opportunities
- Participate in Quality Improvement and Chaplaincy Service functions.
- Function as members of a co-operating team of chaplains and pastoral care personnel (attending team meetings etc.)
- Cooperate with other chaplains and chaplaincy personnel appointed to the hospital
- Provide In-Services and Education to THS staff
- Assist in the training and supervision of CPE Participants and/or students, Chaplaincy visitors, and visiting clergy.
- Represent their faith community at hospital functions as appropriate
- Attend relevant ward, clinical, and committee meetings as needed.
- Contribute to ethical, spiritual, and cultural care discussions in the hospital.

Interdisciplinary and Community Engagement

- Participate in interdisciplinary care planning and patient support.
- Collaborate with allied health staff to provide holistic care.
- Act as a resource on religious, ethical, and cultural matters, including providing education and training sessions to ward teams and new staff.
- Represent the Anglican Church at hospital functions.
- Promote chaplaincy services within the hospital and wider community.

MANDATORY REQUIREMENTS

- An understanding of the philosophy of pastoral care and key themes such as loss, grief and trauma
- Provision of pastoral care services within a multi-faith context
- Committed to working within the mission and convictions of Anglican Health and Welfare
- At least ten (10) hours of clinical supervision per year
- At least ten (10) hours of pastoral care per year
- At least twenty (20) hours of AH&W approved Professional Development per year
- A Tasmanian Drivers' Licence
- A current National Police check
- A Working with Vulnerable People Registration
- Compliance with *Faithfulness In Service*
- *Safe Church Communities* endorsement
- Certification/licensing by the Anglican Bishop of Tasmania
- Completion of at least 1 unit of Clinical Pastoral Education (400 hours of Pastoral Care Training) or equivalent as soon as is practicable if not completed before appointment. Expectation that Chaplains will undertake at least 2 units of CPE within 3 years.
- Recommendation and authority to practice from relevant religious body/ faith community.
- Ability to use computers and knowledge of the Microsoft Office suite of programs
- Evidence of Immunisation / vaccination for:
 - Diphtheria / Tetanus / Pertussis (Whooping Cough)
 - Varicella (Chicken Pox)
 - Measles, Mumps, Rubella
 - Hepatitis B
 - COVID-19 Vaccination Double dose

Performance and Evaluation

- Subject to annual performance review jointly with AHW and hospital leadership through an annual Performance Development Agreement.
- Metrics include patient visits, services conducted, training completed, and engagement in hospital committees or events.

DESIRABLE PERSONAL QUALITIES and ATTRIBUTES

- Preferably a practising member of the Anglican Church with a strong commitment to the teachings and practices of the Anglican faith
- Well-developed interpersonal skills, to be able to relate well and work with a diverse range of circumstances, with sensitivity to cultural and religious difference
- Well-developed skills in the practice of self-care and ethical decision-making
- Participation and involvement in Parish communities
- Ability to contribute to the planning and facilitation of liturgical and non-liturgical services for inmates, inmates' families and staff.
- A capacity and willingness to represent Chaplaincy on behalf of AH&W

- Awareness and broad understanding of other faith traditions.
- A well-developed sense of personal spiritual identity and formation, with the capacity to nourish self and others.
- A sense of self-awareness and maturity, generating a capacity for empathy
- Appropriate self-care and a sense of boundaries
- Excellent communication skills
- Ability to disseminate information which respects confidentiality to enable effective pastoral practice.
- A professional and spiritual calling to prison chaplaincy and demonstrated experience of compassionate pastoral caring in an institutional setting.

Terms and Conditions

1. All Chaplains are appointed by the Bishop of Tasmania, on the nomination of the Executive Officer of Anglican Health & Welfare, and the appointment is subject to the terms and conditions applicable to any person holding a Bishop's Licence.
2. Chaplains will be licensed to the incumbent of a particular parish, subject to a Memorandum of Understanding between Anglican Health & Welfare and the parish.
3. The terms and conditions of employment can be found at <https://anglicantas.org.au/diocesan-administration/> > Registry > Stipends, and refer to:
 - (a) the rate of stipend and allowances will be the minimum rate for an Assistant Minister (years 1 or 2), as determined from time to time by the Diocesan Remuneration Commission, plus 5% as compensation for being on call out of hours.
 - (b) Payment will also include 18% employer superannuation; a fixed travel benefit as determined by the Diocese; a variable travel benefit; provision of accommodation or an allowance in lieu of provision.
 - (c) A benefit will be paid to cover a proportion of home energy costs, telephones, internet access, pager and general home office expenses.
 - (d) Stipend and other benefits will be paid in a manner and at a rate agreed between the Chaplain, Anglican Health and Welfare and the Diocesan Registrar.
4. Chaplains must attain and maintain the appropriate level of endorsement under the *Safe Church Communities* program including *ChildSafe* and the appointment is subject to a satisfactory clearance from the National Register of the Anglican Church and the holding of a State Working with Vulnerable People Card.

AHW CONVICTIONS

Anglican Health and Welfare (AHW) expects staff to model our convictions which include:

- Spiritually Centred
- Compassionate
- Intentional
- Professional

Working Environment and Compliance

The Tasmanian Health Service is committed to providing the highest level of healthcare and services and values equity, diversity, initiative, flexibility, creativity, teamwork, conduct, occupational health and safety and the capacity to make a difference. The minimum responsibilities required of officers and employees of the State Service are contained in sections 7(1), * and 9 of the *State Service Act 2000*. The *State Service Act 2000* and the Commissioner's Directions (employment directives) can be found on the State Service Commissioner's website at <http://www.osscc.tas.gov.au>. THS is a smoke free work environment. Smoking is prohibited in all State Government workplaces including vehicles and vessels.