



Opening Date: 05/18/2017  
Closing Date: When Filled

## Chaplain

SUPERVISOR: Director of Patient & Family Services      JOB TYPE: PRN  
FLSA STATUS: Non-Exempt      WAGE: Negotiable

### **SUMMARY JOB DESCRIPTION:**

The Chaplain is responsible for developing, coordinating, supervising and implementing spiritual care services for Calvert Hospice patients and families. Other duties as assigned.

### **CORE COMPETENCIES**

1. *See competencies attached.*

### **ESSENTIAL JOB FUNCTIONS:**

#### **CASE MANAGEMENT**

1. Create patient/family centered Plan of Care and reviews Plan of Care with patient/family.
2. Understand a variety of religious and faith communities.
3. Demonstrate objectivity when providing spiritual support.
4. Serve as liaison to community clergy and church communities to provide spiritual care to Hospice patients and families.

#### **ADMINISTRATIVE**

1. Demonstrate good time management.
  - a. Evidenced by case coordination time, direct patient care time, and travel time staying within the company's averages.
2. Complete timesheet accurately and on-time.
  - a. Document lunch time, breaks, and comments.
  - b. Visits are locked by the deadline.
3. Complete time-off requests correctly and in a timely manner.
4. Attend all staff meetings.
5. Attend all chaplain meetings

#### **PERFORMANCE IMPROVEMENT**

1. Participate in performance improvement initiative and activities as appropriate.
  - a. Participate in performance improvement activities in a coordinated and collaborative manner.
  - b. Use the results of performance improvement activities to recommend and/or initiate changes in program or to redesign processes.
2. Personal Performance Evaluation
  - a. Maintain and improve professional performance through a combination of ongoing evaluations and planned educational activities.
  - b. Engage in performance evaluation on a regular basis, identifying areas of strengths as well as areas for professional development.
  - c. Seek constructive feedback regarding own practice.



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- d. Take action to achieve goals identified during performance evaluation.
- e. Participate in peer review as appropriate.

### **HIPAA/PRIVACY/SECURITY**

1. Comply with HIPAA privacy policies and regulations including accessing Protected Health Information only at the level at which this position is authorized.
2. Comply with privacy policies and regulations regarding access to information in electronic and paper formats. To include but not limited to safeguarding passwords to computers, door codes, and key cards.

### **TRAINING/EDUCATION**

1. Complete annual trainings on Calvert Hospice's policies, procedures, and other required topics.
  - a. Agree to comply with the knowledge/materials in such trainings.
2. Participate in Training and In-Service programs, as appropriate.
  - a. Provide assistance to the Volunteer Coordinator in developing trainings for volunteers.
  - b. Present at trainings and in-service programs, as appropriate.
  - c. Attend all required in-service trainings, as appropriate.
3. Participate in ongoing educational activities/requirements as related to practice areas.
4. Identify personal educational goals and take actions to achieve them.
5. Apply knowledge gained through educational activities to appropriate changes in performance.

### **INTEGRITY/ETHICS**

1. Maintain high standards of integrity and business ethics.
2. Demonstrate the ability to conduct self in an honest and ethical manner.
3. Report promptly any suspected violation of compliance standards to the Compliance Officer.
4. Abide by Calvert Hospice rules, policies and procedures, and applicable laws and regulations.

### **HOSPICE PHILOSOPHY**

1. Understand and promote the hospice philosophy.
2. Demonstrate an understanding that the family and patient are the units of care.
3. Demonstrate knowledge of hospice philosophy, promoting comfort, dignity, autonomy/informed consent, quality of life, empowerment.
4. Demonstrate knowledge of the interdisciplinary collaborative practice.
5. Demonstrate an understanding of palliative care and scope of Hospice services.

### **ADA ESSENTIAL FUNCTIONS**

1. Ability to converse effectively, both orally and in writing and utilize standard telephones, computers, and cellular telephones.
2. Ability to read instructions, directions, letters, memoranda, and other written materials.
3. Ability to perform the essential functions of the job with or without reasonable accommodation.



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### **SKILLS, KNOWLEDGE, AND ABILITIES**

1. Knowledgeable in the usage of modern technologies; i.e. computers, tablets, cellular telephones, etc.
2. Knowledge of Microsoft Office Suite.
3. Ability to express ideas and convey information effectively, both orally and in writing.
4. Ability to be detail-oriented, well organized, and a reliable team player.
5. Ability to work as a member of a team and effectively with all levels of staff.
6. Ability to work a flexible schedule.
7. Ability to work independently.
8. Problem-solving & leadership skills.

### **MINIMUM QUALIFICATIONS**

1. Pastoral Counseling degree
2. 3-5 years' experience in chaplaincy focusing on work with the dying and bereaved.
3. Excellent communication skills and experience with conflict resolution.
4. Intermediate Computer Skills.
5. Valid Driver's License
6. Current Auto Insurance
7. Reliable Transportation.
8. Lives within 30 miles of job site (located in Prince Frederick, MD).

### **PREFERRED QUALIFICATIONS**

1. Hospice experience is preferred.



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**To Apply:**

Please visit our website at [www.calverthospice.org](http://www.calverthospice.org) and complete the application.

Submit completed application, cover letter, resume, salary requirements, and the names of three references (at least two professional) by one of the following methods:

**E-mail:**

humanresources@calverthospice.org

**Fax:**

410-535-5677

*Attn: Human Resources*

**Postal Mail:**

Human Resources

Calvert Hospice

P. O. Box 838

Prince Frederick, MD 20678

We seek applicants who share our passion, who have excellent communication and technical skills with a desire to work as a team. If you have a passion for hospice we would love to hear from you.

Calvert Hospice requires drug screenings, background checks, and reference checks for all positions.

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.