

Position Description: Spiritual Care Volunteer

Department of Spiritual Care

Position Summary

Responsible for providing spiritual care to patients, family members and staff an Inova Alexandria Hospital under the supervision of the Manager of Spiritual Care, and in agreement with the policies of Inova Alexandria Hospital and the Spiritual Care Handbook provided during orientation, and any revised version thereof.

Primary Duties and responsibilities:

1. Functions under the guidance of the Manager of Spiritual Care and seeks consultation as necessary.
2. Approaches spiriaul care from a perspective of interfaith support that accepts and supports the spiritual beliefs of the patients, family or staff being visited. Provides support based on the traditions and faith beliefs of the patient , family or staff. Proselytizing is never acceptable while on duty as a chaplain.
3. Delivers basic spiritual support to patients, family and staff members of diverse faith traditions or of no faith tradition by providing empathic listening, a comforting presence and engaging in helpful conversations.
4. Is expected to volunteer 4 hours per week plus one overnight per month. (Adaptable for extenuating circumstances.)
5. Does not provide medical advice or opinions.
6. Responds to emergency codes as appropriate per the department handbook.
7. Rounds on hospital units and waiting areas, seeking input from staff for appropriate patients to visit.
8. If requested, offers prayer, spiritual practices or resources appropriate to that person's faith tradition.
9. Performs or arranges for the performance of emergency baptism if the life of a child is in danger and if requested by the child's parents.
10. Performs blessings of stillborns if requested by parents.
11. Refers all complex situation or possible ethical issues to the Manager of Spiritual Care for information, consultation, or referral.
12. Contacts the patient's own clergy or local clergy of his/her faith tradition if requested by patient (or family if patient is unable to respond to give permission)
13. Works with the medical team to share insights that impact the patient's wellbeing or recovery/medical journey, while also being sensitive to condidentiality for the patient.
14. Is part of the hospital emergency response to disasters and major disruptive incidents (e.g. plane crash, significant weather incidents)
15. Immediately reports a patient's disclosure to harm self or others.
16. Documents patient visits in the electronic medical record and the department log book. Familiarity and comfort with computer use is required.
17. Gives/receives report to/from other spiritual care volunteers at shift change.
18. Reads all communications from the department Manager in order to be current in department protocols.
19. Practices the Standards of Behavior, and complies with HIPAA regulations.

POSITION SPECIFICATIONS

Training;

Completion of specific spiritual care training or other life experience that prepares the spiritual care volunteer to be present in highly emotional situations and able to listen, offer comfort and offer prayer if desired by the patient or family. Ongoing education is also offered by the department.

Experience;

Ideally prior work in a hospital/healthcare setting, work as a spiritual care visitor for their faith community. Other equivalents will be considered.

Required Traits;

- Personal spiritual commitment and strong personal boundaries
- Openness to all faith traditions and commitment to avoid proselytize
- Excellent listening skills with warm and inviting manner
- Ability to think on one's feet and work calmly with people in crisis
- Able to function independently while having a strong commitment to teamwork
- Ability to effectively engage in helping conversations
- Emotionally mature, stable, reliable, able to hold confidentiality and display empathy.
- Commitment to working with other medical team members and helping develop community within the department
- Ability to reflect on situations, seek consultation from others and learn from mistakes in order develop chaplaincy skills
- Sense of humor
- Comfortable with use of computers

Physical demands

- Adequate vision and hearing
- Ability to navigate the hospital during rounds and when quickly responding to emergency situations
- Ability to multi-task – triage priorities and move between one situation and the next
- Able to sleep in the on-call room – or able to get to the hospital within 30 minutes if overnight on-call from home.
- Able to remain alert, safe and functional if woken during the night for a pastoral call.

Working Environment

All hospital areas – clinical and non-clinical

Supervisor;

Manager of Spiritual Care

My Signature below indicates my understanding of, and willingness to, fulfill the requirements of the position of Volunteer Chaplain at Inova Alexandria Hospital.

Signature

Date