



GOODWIN HOUSE

## Job Description

**JOB TITLE:** Director of Chaplaincy Services  
**DEPARTMENT:** Chaplaincy Services  
**SUPERVISED BY:** Executive Director  
**FLSA CLASSIFICATION:** Exempt  
**STATUS:** Regular, Full-Time

All employees are responsible for extending the mission and values of the organization by understanding the needs of those they serve. Each resident, staff member and community member will be treated in a dignified manner with respect, kindness, and understanding. Employees will subscribe to the organization's commitment to continuous improvement of quality and service.

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### JOB SUMMARY:

Under the supervision of the Executive Director at Goodwin House Bailey's Crossroads (GHBC), the Director will provide and oversee the provision of spiritual, religious, and supportive counseling and guidance to residents, family members and staff of Goodwin House Bailey's Crossroads in conjunction with the Director of Clinical Pastoral Education (CPE) to assure the highest degree of quality care to residents, staff, and family members. Provide pastoral care and other responsibilities as designated.

The Director of Chaplaincy Services coordinates the pastoral team in conjunction with the Director of CPE. The Director of Chaplaincy is a member of the leadership team of GHBC and the interdisciplinary team at GHBC. The Director of Chaplaincy also coordinates pastoral care in conjunction with the Goodwin House (GH) Hospice and Goodwin House at Home programs.

The Director of Chaplaincy Services works with CPE Students to mentor and support their ministry and learning. The Director of Chaplaincy Services serves as a representational link to the Episcopal Diocese of Virginia.

**DUTIES:*****Worship***

- Plan, develop, coordinate, and conduct regularly scheduled religious and spiritual services.
- Conduct funerals and memorial services, as required, and coordinate all funerals and memorial services or similar memorial gatherings occurring at Goodwin House Bailey's Crossroads.
- Assure proper publication of details of funerals and memorial services of residents, team members, and clients, regardless of location.

***Education***

- Plan, develop, coordinate, and conduct regular scheduled religious services, Bible studies, devotional periods, support groups, and educational programs for residents on all levels of care, team members, and family members.
- Work with residents, team members, family members, community or supply clergy, and community groups (including any deacons or students assigned to GH) to enhance their sensitivity to the spiritual concerns of residents/families experiencing serious or terminal illness and loss.

***Pastoral Care***

- Provide an interfaith ministry by being sensitive to, and respectful of, the various faith traditions represented by residents, clients, and team members, coordinating service with the assistance of external resources when necessary. Honor the resident's, client's or staff's right for non-participation in religious service programs.
- Provide crisis intervention and respond promptly to all referrals from nursing, social work, administration, recreation, medical and other departments across GHI.
- Visit residents and clients at local hospitals or similar facilities, as appropriate.
- Assist residents and clients at end of life in meeting their needs, carrying out their desires, and preserving their dignity through empathy, understanding, and cooperation.
- Work with team members, residents, clients, and families experiencing serious illness and loss.
- Work with GHI departments to coordinate spiritual care for residents, clients, team members, and families.
- Function as a member of the interdisciplinary team and develop an individualized plan of care to deliver spiritual services as requested for residents, staff, and recipients of Goodwin House services.

- Maintain and submit any required records of pastoral activities and prepare necessary information for inclusion in resident's medical records.
- Coordinates the department's education and visitation programs for all temporary and permanent residents.
- Serve as 24/7 on-call chaplain for Goodwin House Bailey's Crossroads residents, team members, clients, and family members, subject to the on-call responsibilities of other GH chaplains.
- Supervise and mentor any clergy, seminary students, or other individuals assigned to assist with services and spiritual care at Goodwin House Bailey's Crossroads.

### *Counseling*

- As appropriate, advise/counsel residents, families, and team members, upon request, on personal problems of a spiritual nature.

### *Clinical Pastoral Education*

- Serve as a member of the Professional Advisory Group for CPE Program.
- Work with the Director of CPE to provide mentoring and consultation for CPE students.

### *Administration*

- Maintain a collegial and professional relationship with those leaders throughout GH. Attend regular GH team members and leadership meetings, as appropriate.
- Develop and implement a plan to integrate spiritual care throughout GHBC.
- Plan, develop, coordinate, and/or support regularly scheduled religious services, Bible studies, devotional periods, support groups, and education programs for residents, team members, clients, and family members.
- Develop and implement quality assurance for chaplaincy services.
- Develop and maintain a record of resident's desired spiritual connections and/or religious affiliation, as appropriate.
- Oversee and approve all use of Goodwin House Bailey's Crossroads Chapel and serve as point of contact for all spiritual life activities sponsored by residents, clients, team members, and external groups.

### *Liaison*

- Serve as the department's representational link to the Episcopal Diocese of Virginia.

- Develop and maintain relationships with clergy in the community and inform the resident's religious or spiritual leader of resident's admission or condition upon request from resident/family or team members, and seek clergy's assistance in providing spiritual care.
- Work with local community groups to enhance their sensitivity to the spiritual concerns of residents experiencing aging, including loss and terminal illness.
- Provide hosting support for memorial services conducted at Goodwin House Bailey's Crossroads and coordinate the hosting of memorial services with family or other representatives of former residents, clients, and patients and with appropriate departments and staff within GH.
- Develop and maintain a listing of individuals in the local community who have been approved to provide spiritual services to residents. Make this list available upon request to residents, families, team members, and contractors.

### ***Consultation***

- Provide guidance to team members on ethical and spiritual issues.
- Serve as a member of the Goodwin House Ethics Committee
- Provide pastoral care and other responsibilities as designated.

### ***Standards for all Goodwin House Incorporated Employees***

- Be aware of and support the department in achieving departmental goals and objectives.
- Demonstrate knowledge and commitment to GL CARES.
- Treats all persons with respect and is a "team player" within department and within organization.
- Exercises discretion and independent judgment.
- Projects positive professional image.
- Takes responsibility for personal growth and learning.
- Effectively uses resources and strives for efficiency.
- Abides by department, personnel, and company policies and procedures.
- Provides leadership with students by being a role model and mentor; maintains effective communication with and feedback from students in department.
- Performs additional job duties as assigned and directed.

**QUALIFICATIONS:**

**Experience**

- Must be ordained as an Episcopal Priest in good standing with the Bishop of the Diocese of Virginia.
- Five years' pastoral experience is desirable.
- Must demonstrate social skills to be able to engage a diverse population.
- Must have experience with elders in the community and/or Clinical Pastoral Education
- Must relate to seniors who are suffering chronic physical problems, psychological ills, and spiritual crises.

**Education**

- Master of Divinity from an accredited seminary.
- Minimum of four units of CPE.

**NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Goodwin House Incorporated reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written contract of employment.**

**I have read the job description above, and fully understand the requirements set forth therein. I hereby accept the position of *Chaplain*.**

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*Employee Signature*

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*Date*

\_\_\_\_ *Please initial if received a copy of job description*