



JOB DESCRIPTION

Chaplain

Adrian Dominican Sisters

Issue Date: 5/1/97

Rev. No. 4

Rev. Date: 10/28/16

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Approved By: *Mary Rae Waller, OP*

DEPARTMENT: Pastoral Care

REPORTS TO: Director of Pastoral Care

FLSA: Exempt

GENERAL SUMMARY:

Chaplains work collaboratively with Sisters in the Dominican Life Center to celebrate their wisdom, to deepen their prayer life, to grieve their losses in aging and transition, to strengthen their hope for continuing a purposeful life, and to nourish their preparation for entry into eternal life. This is accomplished in accordance with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supports Sisters in deepening their spiritual growth.
- Journeys with Sisters through life's celebrations and challenges.
- Accompanies Sisters during illness and during times of hospitalization.
- Supports Sisters in addressing end of life issues with autonomy.
- Being present with Sisters who are transitioning into eternal life and their friends, families, and co-workers.
- Collaborates with DLC Administration and co-workers, DLC interdisciplinary teams, Chapter Prioresses, and the Liturgical Ministries Department.
- Pursues opportunities for professional development in gerontology and spiritual care.
- Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.
- Performs other duties as assigned by supervisor.

REQUIREMENTS:

Educational:

- A. Graduate Degree: M.Div., MAPM, MAPS, or MA in Theology or equivalent
- B. NACC certified, APC certified and/or demonstrated equivalency
- C. 1 unit CPE (Clinical Pastoral Education) required, full year preferred

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Knowledge, Skills and Abilities:

- A. Well developed communication and listening skills
- B. Compliance with Catholic Medical Ethics and understanding of basic medical terms
- C. Emotionally and spiritually mature
- D. Well-grounded in relationship to God and practice of prayer
- E. Able to function under stress and to cope with crisis and grief situations
- F. Experience with, and ability to be present, supportive and compassionate when engaging all sisters, especially those living with dementia and memory loss
- G. Able to multi-task
- H. Ability to function well in a team setting

Physical:

- A. Must be able to sit for long periods of time
- B. Be able to move from location to location on campus
- C. Have a valid driver's license and be able to drive when necessary
- D. Be able to assist Sisters in and out of vehicles and buildings as necessary
- E. Be sighted and able to hear well
- F. Be able to lift as least 45 pounds

Working Conditions

- A. 24 hour period on-call according to schedule
- B. Weekend and holiday duties as assigned
- C. Full or Part Time Hours depending on position

Accountability:

Director of Pastoral Care

DISCLAIMER CLAUSE:

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Co-worker

Director of Pastoral Care

Date

Date