

**Northwest Colorado Health**  
**Spiritual Care Coordinator**

**General Statement of Duties:**

Responsible for the coordination of spiritual support and bereavement services to patients and families in keeping with the patient and family's desire and belief system, and consistent with the policies and procedures of the hospice program.

**Supervision Received:**

Works under the general supervision of the Medical Social Worker Team Leader.

**Supervision Exercised:**

None.

**Essential Functions:**

1. Maintains proper records of visits to patients and families in compliance with Hospice regulations and conditions of participation.
  - Documents communication with the family during bereavement and maintains bereavement files.
  - Documents communication with the family and patient regarding spiritual care assessments and interventions.
  - Prepares reports on a quarterly basis and submits on widgets report to track bereavement participants.
  
2. Offer and/or provide spiritual counseling to meet patient and family needs in accordance with the patient's and family's acceptance of this service, and in a manner consistent with patient and family beliefs and desires.
  - Provide an assessment of the patient's and family's spiritual needs.
  - Make all reasonable efforts to facilitate visits by local clergy, pastoral counselors, or other individuals who support the patient's spiritual needs to the best of its ability.
  - Develops and maintains a resource group of clergy to whom specific aspect of spiritual care may be delegated.
  - Arranges for on-call availability of chaplain services.
  - Explores and helps to facilitate planning for funeral or memorial services.
  - Provides bereavement follow-up services to all closely associated family members and loved ones for 13 months following the death of a Hospice patient, to include telephone and written contact.
  
3. Participates in patient conferences as a member of the interdisciplinary team to explore and assess the potential spiritual and bereavement needs of patients and families and reporting on services and responses with measurable goals and outcomes.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education:**

Graduate from an accredited seminary or school of theology or appropriate certification in hospital or pastoral ministry.

**Experience:**

Three to five years of experience as a spiritual care coordinator or chaplain, preferably with an emphasis on terminally ill.

**Requirements:**

- 1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver’s license.

**Knowledge:**

- 1. Thorough knowledge of the techniques and principles of spiritual support in an ecumenical environment, with patients, their families and other support systems.
- 2. Thorough knowledge of Hospice Medicare regulations and compliance.

**Skills:**

- 1. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.

**Working Conditions:**

- 1. Work environment is highly variable, as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
- 2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_