

**Northwest Colorado Health**  
**Chaplain and Bereavement Services 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 Lead.

**Supervision Exercised:** None.

**Essential Functions:**

1. Offer and/or provide spiritual support 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.
  - Completes an assessment of the patient's and family's spiritual needs.
  - Makes 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.
  - Explores and facilitates planning for funeral or memorial services, including officiating service.
  - Documents communication with the family and patient regarding spiritual care assessments and interventions.
  - Coordinates funeral home services.
2. Offer and/or provide bereavement support 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.
  - Completes bereavement risk assessment.
  - Provides bereavement follow-up services to all closely associated family members and loved ones for 12 months following the death of a Hospice patient, to include telephone, written contact, and group support.
  - Documents communication with family during bereavement.
  - Prepares reports on a quarterly basis to track bereavement participants.
  - Provides bereavement services to individuals and groups in larger Yampa Valley community.
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.
  - Participates in volunteer meetings.
  - Facilitates hospice training for new employees and volunteers.

*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 required.

**Experience:**

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

Bereavement – Three to five years experience as grief counselor or bereavement coordinator with 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.
2. Current CPR certification.
3. Annual TB testing and/or screening.

**Knowledge:**

1. Thorough knowledge of the techniques and principles of spiritual support in a multifaith environment, with patients, their families and other support systems.
2. Thorough knowledge of Hospice Medicare regulations and compliance.
3. Thorough knowledge of the techniques and principles of bereavement support with patients, their families, and other support systems.

**Skills:**

1. Patient-centered communication and mediation skills, strong organizational skills, and the ability to complete objective documentation in a timely manner.
2. 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,  
(Print Name)

I have received the following job description for my present position.

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

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