

Employee Job Description

Job Title: Chaplain

Job Code: 10948

Last Update: 07/06/2017

Required Qualifications:	MS Masters
Additional Qualifications:	Board certification with the Association of Professional Chaplains, the College of Pastoral Supervision and Psychotherapy or one who would meet the criteria for certification within one year from employment. Up to date denominational endorsement for ministry in the healthcare setting. In the case of Roman Catholic Priests, ministerial ordination, endorsement and faculty appointment for ministry at BHSF by the Archdiocese of Miami. Four units of clinical pastoral education or equivalent training and experience. Any variation on the prerequisites established above must be supported by market needs, documentation satisfying requirements for equivalency, and, as appropriate, written plans and timetables for fulfillment of credentialing criteria. All plans must be approved by the Director of Pastoral Care Services.
Minimum Required Experience:	1 Year
Job Summary/Purpose:	The staff chaplain will provide pastoral ministry in a manner which exemplifies the philosophy, mission and values of the pastoral care department at Baptist Health South Florida, acting as worship and sacramental leader, counselor, advocate-mediator, educator, and spiritual guide. The staff chaplain will maintain his/her relationship with the endorsing religious denomination current and in good standing at all times while employed at Baptist Health South Florida. The staff chaplain will assist the Director of Pastoral Care in the implementation of all programming, policies and procedures, as outlined by the Department's Policies and Procedures Manual. As the religious representative before the Hospital and related communities, the staff chaplain will be held accountable to the highest level of professional ethics and moral conduct.
Essential Job Functions:	<p>Provides pastoral care to patients, staff and their families in a manner that creates an accepting and supportive atmosphere for ministry to persons in need. Provides intentional ministry by making daily pastoral visits and networks with other members of the interdisciplinary team to create a consistent referral system for supportive ministry in assigned areas. Participates regularly in patient interdisciplinary care rounds and/or patient care conferences held in assigned areas.</p> <p>Provides relevant leadership for chapel worship/devotional/memorial services as scheduled by Director of Pastoral Care.</p> <p>Assesses for spiritual needs of patients, families, and staff, and assists</p>

	<p>them in utilizing their own faith resources, and in networking spiritual support resources. Takes initiative and creates unit based devotional and educational opportunities for patients, families, and staff in his/her units.</p> <p>Responds to all codes and crisis intervention calls according to departmental and hospital protocols.</p> <p>Accurately records ministry and other job related activities on work record and turns in activity report at the end of each month in a timely fashion.</p> <p>Serves as chaplain on-call and submits on-call activity reports according to departmental policies and protocol.</p> <p>Documents all patient care activities on the medical record in a timely fashion including spiritual needs assessment and outcomes, plan of care, and patient education according to departmental and hospital protocols.</p> <p>Responds to all calls for emergency support during internal/external disaster and catastrophic events impacting the hospital and adjacent communities according to departmental and Baptist Health South Florida protocols.</p> <p>Meets monthly patient visitation goals as established by the Director of Pastoral Care.</p> <p>Manages time well and spends at least 70% of scheduled work hours in direct ministry to patients, staff, and families.</p> <p>Other duties as assigned.</p>
Marginal Job Functions:	

ADA Criteria

Multiple Requirements:

Physical Requirement	Description	Frequency Occasionally = 1-33% Frequently = 34-66% Constantly = 67-99% of time	Hours/ Duration at a Time	Distance	Weight
Carrying	Transporting an object usually holding it in the hands or arms, or on the shoulder.	Occasionally	N/A	0'-30'	Up to 20 lbs.
Lifting	Raising or lowering an object from one level to another.	Occasionally	N/A	N/A	Up to 20 lbs.
Pushing/Pulling	May include office drawers, carts, beds and stretchers.	Occasionally	N/A	0'-30'	Up to 20 lbs.
Sitting	Remaining in a seated position.	Frequently	0-2 hours	N/A	N/A
Standing	Remaining on one's feet in an upright position at a work station without moving about.	Constantly	0-2 hours	N/A	N/A
Walking	To move about on foot or traverse work area.	Constantly	4-6 hours	N/A	N/A

Physical Requirements:

Physical Requirement	Description	Frequency Occasionally = 1-33% Frequently = 34-66% Constantly = 67-99% of time
Crawling	Move freely on hands and knees.	N/A
Bending / Stooping	To bend the head and shoulders, or the body, forward and downward from an erect position. May also include side or backward bending of the spine.	N/A
Color Vision	Ability to perceive or comprehend colors through the sense of sight, and distinguish between colors.	Required
Communication	Ability to understand meanings of words and to use words effectively in order to clearly present information or ideas.	Required
Driving	Operate a motorized vehicle.	Occasionally
Use Stairs	To go up or ascend stairs, by using the hands and feet or feet only. To go down or descend stairs, by using the hands and feet only.	Occasionally
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	Occasionally
Hand Grasping	To seize and hold one or more objects in one's hand(s). To work with the hand(s) in placing / turning motions.	Occasionally
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meanings of words associated with them. To comprehend language.	Required
Kneeling	To bear weight on one or both knees.	N/A
Climb & Descend Ladder	To go up or ascend a ladder, by using the hands and feet or feet only. To go down or descend a ladder, by using the hands and feet or feet only.	Occasionally
Reaching Overhead	To touch or grasp by extending a part of the body (such as a hand).	Occasionally
Speaking / Talking	Ability to express or communicate by voice, words and ideas to others.	Required
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	N/A
Vision	Ability to perceive or comprehend through the sense of sight, including the ability to read words and recognize symbols.	Required

Environmental Requirements:

Job requires exposure to the following:	Frequency Occasionally = 1-33% Frequently = 34-66% Constantly = 67-99% of time
Fumes or airborne particles	N/A
Blood and/or bodily fluids	N/A
Toxic or caustic chemicals	N/A
Extreme cold (non-weather)	N/A
Risk of electrical shock	N/A
Grease or oil	N/A
Hazardous waste	N/A
Extreme heat (non-weather)	N/A
Work in high, precarious places	N/A
Latex	N/A
Work near moving mechanical parts	N/A
Extreme noise (interferes with normal conversation)	N/A
Outdoor weather conditions	N/A
Risk of radiation exposure	N/A
Vibration	N/A
Wet or humid conditions (non-weather)	N/A

Age-Specific Criteria

Neonate	Infant	Child	Adult	Geriatric
X	X	X	X	X

Signature : _____

Date : _____