



## Chaplain (Nuns) – Job Description

Assists in providing for the total needs of the residents/patients who are entrusted to her care. Their ministry is in concert with the priest chaplain, other physicians, nurses, social workers and members of the staff. The Chaplain provides sacramental, liturgical and pastoral ministry to residents/patients, their families and the hospital staff.

### ESSENTIAL JOB FUNCTIONS

- Organizes and provides services when needed (i.e. Ash Wednesday, St. Blasé, Communion Services, etc.)
- Facilitates requests for Sacraments to all patients/residents from patients/ residents, families and staff. Ensures that all patients/residents who wish to receive Holy Communion do so. Coordinates Eucharistic Ministers.
- Visits and assesses the spiritual, pastoral and sacramental needs of all incoming patients/residents including those who are critically ill and dying. Provides a listening ear and presence to all patients/residents needing support spiritual/pastoral support.
- Provides special prayer services for seasonal needs or special floor/unit requests. Arrange for speakers to present on different topics.
- Assists patients/residents with requests for Advanced Directives.
- Works with Director of Activities to schedule events.
- Attends rounds/daily huddle as needed.
- Educates on cultural diversity.
- Meets all required competencies for department, unit and/or hospital.
- Responsible for performing all other duties as assigned.
- Special Projects

This is a full time position working Monday through Friday. Occasional weekend presence required.

4-3-19