

## **SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST**

### **JOB DESCRIPTION**

#### **1. JOB IDENTIFICATION**

Job Title: **Generic Chaplain**

Department: **Chaplaincy**

Responsible to: **Professional Lead for Chaplain or nominated Deputy.**

Accountable to: **Professional Lead for Chaplaincy and Licensing Faith Community or authorising belief group**

Licensed by: **Licensing Faith Community or authorising belief group.**

Band: **AFC Band 5**

#### **2. JOB PURPOSE**

- 2.1 To assist the Chaplaincy Department to deliver a chaplaincy service which provides for the pastoral, spiritual, ethical and religious needs of patients, families, staff and students of all faiths and none.**
- 2.2 To work co-operatively with chaplaincy team staff members, locum chaplains, chaplaincy volunteers and students**
- 2.3 To communicate with the local faith communities as required**

#### **3. MAIN DUTIES/RESPONSIBILITIES**

**To assist the Chaplaincy Department to provide or facilitate religious, spiritual and pastoral care.**

- 3.1 To assist in the provision of pastoral, spiritual, ethical and religious needs of patients, families, staff and students
- 3.2 To contribute to the pastoral, spiritual, ethical and religious needs of patients, families, staff and students, contacting local faith community leaders as appropriate.
- 3.3 To help ensure the provision of Christian sacraments to patients, families and staff, whilst respecting denominational traditions and practices.
- 3.4 To provide special ministries and rites for patients (e.g., Anointing or Naming Services) who are seriously ill or dying, whilst respecting denominational traditions and practices; creating an appropriate atmosphere for the rite to be conducted.
- 3.5 To contribute to the provision of particular pastoral, spiritual, ethical and religious support

for families and carers in bereavement situations contacting local faith community leaders as appropriate.

- 3.6 To contribute to chaplaincy team planning and leading of funeral services, communicating with bereaved families, undertakers, and church and hospital authorities as required.
- 3.7 To assist in chaplaincy team planning and leading of annual commemorative services
- 3.8 To assist in the planning and leading of regular festival services to mark key events in the Christian calendar for patients, families, staff and students.
- 3.9 To provide facilities for visiting faith community leaders as required
- 3.10 To assist the Professional Lead for Chaplaincy in the provision of pastoral and spiritual care for people from the divergent faith/ belief communities represented in the patient population.
- 3.11 To assist the Professional Lead for Chaplaincy in the ongoing pastoral, spiritual, ethical and religious support to all hospital staff as required, within the boundaries of confidentiality, privacy and safety.
- 3.12 To assist the Chaplaincy team contribution to major incident planning and response
- 3.13 To undertake administrative tasks as requested
- 3.14 To assist with Chaplaincy team planning and policy development in response to Trust aims and objectives.
- 3.15 To contribute to 24-hour cover Rota, which is part of the Citywide On-Call service with Sheffield Teaching Hospitals.
- 3.16 To adhere to the Health & Safety at Work Act within the Sheffield Children's Trust
- 3.17 To contribute to the Chaplaincy service within the Clinical Governance framework
- 3.18 To contribute to the Chaplaincy service in accordance with the chaplaincy code of ethics
- 3.19 To keep up to date with mandatory training and Trust training requirements
- 3.20 To take responsibility for own health and wellbeing and safety of self and others
- 3.21 **To work co-operatively with chaplaincy team staff members, locum chaplains, chaplaincy volunteers and students**
- 3.22 **To communicate with the other local faith communities as required**
- 3.23 To maintain good working relationships with ecumenical colleagues
- 3.24 To communicate with local faith communities as required
- 3.25 To assist with advocacy for patients, families, staff and students as required

#### 4. SCOPE AND RANGE

This post is under the line management of the Professional Lead for Chaplaincy. It promotes a collaborative and ecumenical approach [*sensitive to the needs of people of all faith, beliefs and none*]. It requires meeting the specific sacramental, spiritual and pastoral needs and also the spiritual needs of those of all faiths or none. It also requires:

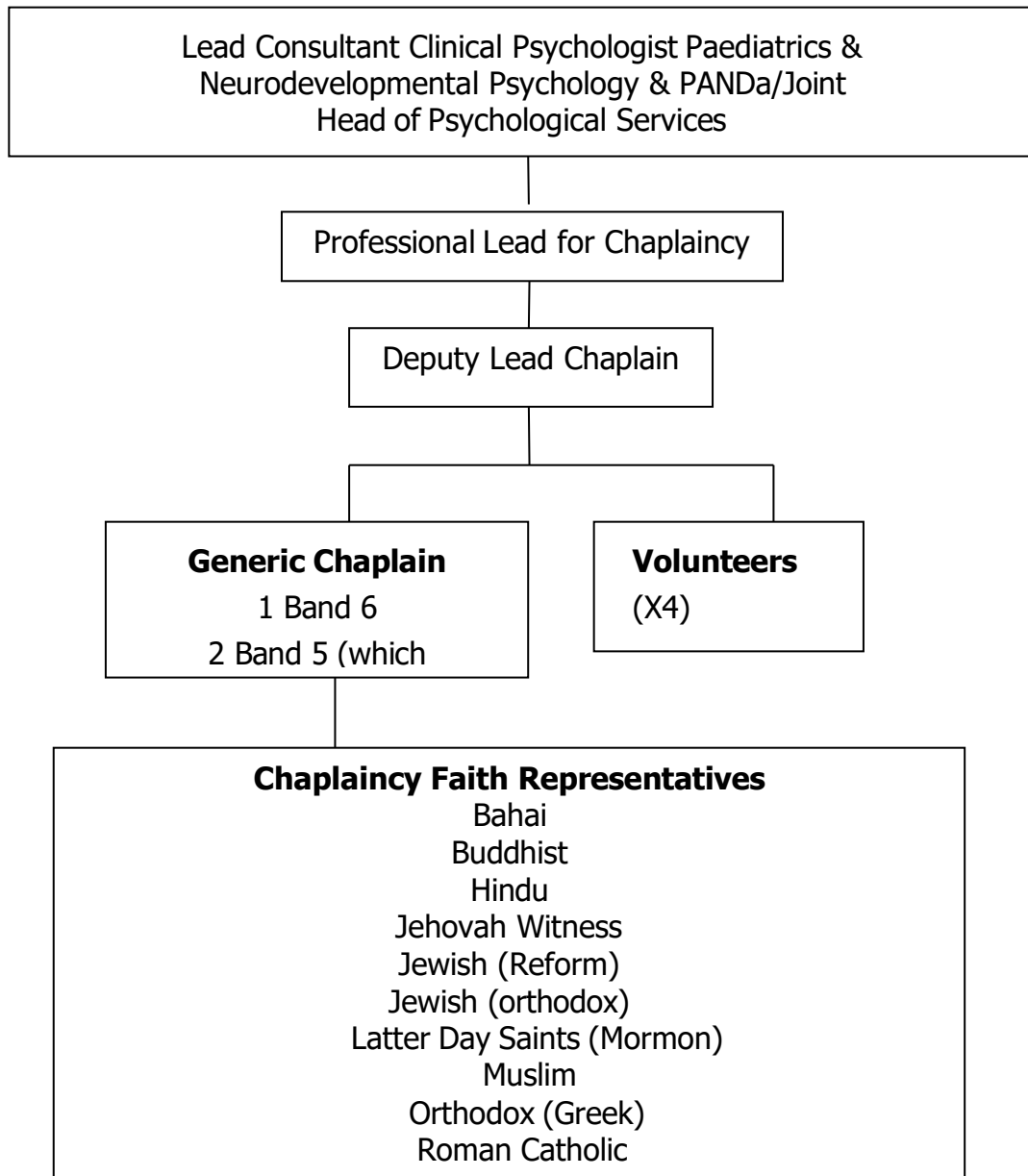
- Some specialist experience, knowledge and skills
- Sound inter-personal skills
- Some independent and collaborative working
- The ability to work under the direction of the Professional Lead for Chaplaincy
- The emotional and spiritual [and physical on occasion] stamina to offer support to patients, families and staff in situations of extreme trauma at any time of the day or night.
- The potential to develop the level of specialist knowledge and skills required of a Team Chaplain.





It also requires observance of Sheffield Children's NHS Trust clinical governance and other working practices as well as 'Health Care Chaplain Codes of Conduct'.

#### Internal Relationships

#### External Relationships

## 5. ORGANISATIONAL POSITION



<p><b>6. JOB DESCRIPTION AGREEMENT</b></p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p><b>TRUST VALUES</b></p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p><b>Compassion</b> </p> <ul style="list-style-type: none"><li>• We are led by kindness for all – for our patients, their families and our colleagues.</li><li>• We will show empathy and understanding, treating everyone with dignity and courtesy.</li><li>• We will respect each other and those we care for</li></ul> <p><b>Accountability</b> </p> <ul style="list-style-type: none"><li>• We always strive to do the right thing.</li><li>• We own responsibility for our successes, failures and understand where we need to improve.</li><li>• We will create a supportive working environment where everyone takes responsibility for their own actions.</li></ul> <p><b>Respect</b> </p> <ul style="list-style-type: none"><li>• We value differences and treat everyone fairly and consistently.</li><li>• We will actively tackle inequality and will foster a culture of inclusion.</li></ul> <p><b>Excellence</b> </p> <ul style="list-style-type: none"><li>• We will seek to improve the way we work and deliver a high-quality standard of care.</li><li>• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally.</li></ul> <p><b>Together we care</b></p>	

HR Use only  
AFC code:

**SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST**

**PERSON SPECIFICATION – Band 5 Generic Chaplain**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	Bachelor's degree with Honours or equivalent in a subject relevant to Healthcare Chaplaincy		<b>AF</b>
	Religious qualification relevant to the post: Ordination or recognised pastoral worker accreditation in good standing with the appropriate authorising faith community or belief group.		<b>AF</b>
<b>Experience</b>	At least 3 years full time or equivalent experience of a ministry of pastoral care		<b>AF/ In</b>
	Experience of working with parents and children and young people		<b>AF/ In</b>
	Experience of working in teams		<b>AF/ In</b>
	Experience of Spiritual Care		<b>AF</b>
		Experience of working ecumenically Experience of working in a healthcare environment	<b>AF</b>
<b>Knowledge and Skills</b>	Knowledge of ethical issues		<b>AF/In</b>
	Good interpersonal skills		<b>AF/In</b>
	Good listening skills		<b>In</b>

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	Good team-working skill, Microsoft Office  Basic	Awareness of the beliefs and practices of at least one other World Faith	AF  AF  AF
<b>Personal Attributes</b>	Ability to work calmly in stressful situations.  Self-motivated and co-operative  Able to lead public acts of worship sensitive to different hospital contexts.  A sensitive and empathetic approach		Ref/AF  Ref/AF  AF/In/Ref  AF/In/Ref
<b>Demonstrates Trust Values</b>	Compassion, Accountability, Respect and Excellence.		In/REF
<b>Other Factors</b>	Demonstrate appropriate personal and professional values in accordance to the UKBHC Code of Ethics and Chaplain Code of Conduct  Lives sufficiently close to the hospital to be on site within 60 minutes of an urgent call.  Desire to undertake a PGCert in Healthcare Chaplaincy  Successful applicant will be required to pass an Enhanced Check with the Disclosure and Barring Service before the appointment can be ratified.		AF  AF  AF

**Key for How Assessed:** AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference