

Job Title:	Lay Chaplain
Reporting to:	Priest Chaplain or another designated person
Location	Mersey & West Lancashire Teaching Hospitals Trust – Whiston Hospital

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To provide for the religious and spiritual needs of Roman Catholic patients, relatives and staff in liaison with the Priest Chaplain and working within current Diocesan, NHS and Department of Health guidelines.

Working as part of the wider Chaplaincy Team to share concern for those of other Churches and faiths. To support, as directed, the Priest Chaplain in all aspects of Chaplaincy service provision.

Main Duties and Responsibilities

- To provide religious and spiritual support on a personal visit basis to patients, ensuring a high level of service in relation to; prayer, pastoral counselling, offering the sacraments, supporting the dying and their relatives, leaving prayer/information cards with patients, and informing them of the days on which volunteers will offer Holy Communion.
- To ensure that referrals of patients received and any aftercare work which may be required is dealt with and followed up in a timely manner, referring any individual cases of concern to the Priest Chaplain if appropriate.
- To prepare duty rotas allowing sufficient notice to be given to chaplaincy volunteers.
- To respond to phone calls from staff, family, patients, volunteers and parish priests in a sensitive and appropriate manner, ensuring that appropriate timescales are applied to any action required.
- To ensure that wards are systematically visited on a regular basis to improve the effectiveness of the Chaplaincy service.
- Respond to all aspects of Chaplaincy work which may not be directly linked to patients.
- Be willing to act as an advocate for patients in conversations with other faith-based representatives which may include NHS clinical and non-clinical staff.
- Attend meetings, where appropriate, to represent the Roman Catholic Chaplaincy team.
- Be committed to professional and spiritual growth by maintaining up-to-date skills and knowledge with evidence of learning.
- Act in accordance with Archdiocesan policies and procedures ensuring that you also comply with any associated NHS Trust policies where applicable and NHS Chaplaincy guidance documents.

- Assist in promoting health, safety and security in the workplace, reporting any incidents to the Roman Catholic Chaplain or other designated person.

Chaplaincy Service Developments

- To ensure that the needs of all patients, in relation to Mass, are provided on days when Mass is celebrated, ensuring that a high standard of care is provided at these times.
- To devise an attendee list for Mass and ensure it is produced and communicated to the appropriate people in sufficient time for the necessary arrangements to be made.
- To be proactive and place orders in a timely manner for all the necessary items relating to Mass and required quantities (including bread, wine, candles, palms, and ashes).
- To ensure that the necessary posters relating to Holy Days of Obligation and other special occasions are purchased and displayed appropriately.
- To plan and fully prepare for Days of Recollection and the Volunteers' Annual General Meeting, playing an important part in these events which may take place during unsociable hours including evenings and weekends.

Service Level Agreement Compliance

This role exists to deliver the service specified in the Service Level Agreement (SLA) held between the NHS Trust and the Archdiocese of Liverpool. Postholders will remain Archdiocese of Liverpool employees but will perform their duties within an NHS setting.

The SLA is reviewed on an annual basis and from time-to-time changes are made, which may result in amendments to job descriptions or contractual working arrangements.

This role works within an NHS setting and as such must adhere to local policy, procedure and training requirements which may change from time to time.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is likely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential
	Degree in healthcare chaplaincy or relevant equivalent experience.
	Commissioned as an Extraordinary Minister of Holy Communion or willing to be commissioned.
	In good standing with the Catholic faith community.
	Previous healthcare experience, evidence of recent relevant CPD.
	Desirable
	To be registered, or to be able to register as a chaplain with CPCPC.
	To be nominated by the Roman Catholic Archbishop of Liverpool.
Experience	Essential
	A practising Roman Catholic.
	Experience of collaborative working in a Catholic context.
	Experience of managing and motivating others, individually and in a team.
	Experience of recruiting, monitoring, and managing volunteers.
	Evidence of previous healthcare experience.
	Desirable
	Experience gained within a chaplaincy setting.
	Experience of collaborative working in an ecumenical context.
Skills and Knowledge	Having held positions of trust in a faith-community.
	Working knowledge of NHS Trusts, policies and practices.
	Essential
	Ability to communicate clearly in a variety of settings, to achieve cooperation and to influence others.
	Ability to assess a situation accurately and prioritise.
	Ability to value the spiritual/faith journey of those of any faith or none.
	Ability to relate well to priest-chaplains, paid workers and volunteers.

	Ability to develop and promote effective interpersonal relationships with colleagues in the healthcare setting. Good IT skills for daily record keeping and communications.
	Desirable
	Ability to manage own workload effectively. Ability to analyse information and prepare written reports.
Personal Attributes	Essential
	Commitment to personal prayer and ongoing formation. Sensitive and sympathetic listening skills. Open and approachable. Discretion regarding patient confidentiality. Emotionally resilient. Ability to travel independently between sites within the NHS Trust. Ability to cope with unpredictable work pattern due to the demands of the service.
	Desirable
	Willingness to participate and receive spiritual direction.