



**Spiritual Care Coordinator**  
**Position Description**

**Position Title:**       **Spiritual Care Coordinator**

**Reports To:**         **Director of Clinical Care**

**Status:**             **0.8 FTE, Permanent**

**Position Summary:** The Spiritual Care Coordinator is responsible for providing psycho-social and spiritual support to Rosedale Hospice patients, their families, and members of the inter-professional team (staff and volunteers). The position works primarily from Rosedale Hospice with additional regular support to Sage Centre programs.

The Spiritual Care Coordinator is a core member of the inter-professional team and contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

**Primary Duties and Responsibilities:**

**Spiritual Care**

- Provides formal spiritual assessments for patients at Rosedale Hospice
- Effectively documents and shares with the inter-professional team, the spiritual care needs of patients and families
- Provides spiritual care directly with patients and families at Rosedale Hospice through the provision of support at the bedside or in the community
- Provides spiritual care directly for clients and families in the Living with Cancer program and other programs at Sage Centre as needed (on or off site)
- Builds a network of support with spiritual and religious representatives in the community and coordinates spiritual and religious care for patients and families with that network
- Responsive to both urgent and ongoing patient, client and family situations

**Counselling & Group Facilitation**

- Responsive to both urgent and ongoing patient, client and family situations
- Provides psycho-social support to patients and families to assist with existential anxiety
- Assists patients and families with funeral/memorial planning and financial support applications
- Provides information and referrals to patients and their families for additional appropriate internal and external support services as needed
- Provides confidential support to the inter-professional team members and volunteers as needed regarding grief and/or challenging care situations
- Co-facilitates (8 hours/month) the *Living With Cancer Program* at Sage Centre
- Facilitates the *Living Through Loss Program* at Sage Centre

**General**

- Demonstrates initiative in using best practice in spiritual care and social work or counselling
- Ability to recognize ethical dilemmas and engage all relevant parties in a process to address ethical issues
- Acts as Staff Lead for Hospice Calgary's Ethics Committee
- Collaborates and cooperates with other members of the inter-professional team in the promotion of the well-being of the patient and family, alerting them to changes as appropriate
- Participates in weekly Patient Rounds
- Participates in family meetings
- Develops and facilitates presentations for staff and the community at large
- Collaborates on projects and research initiatives as coordinated by the management team
- Performs other duties as required

**Qualifications:**

- 5 years pastoral care or clinical experience required
- Experience in health care setting and/or grief support preferred
- Certified spiritual care worker with current Canadian Association for Spiritual Care (CASC) membership or registration with other related certified profession
- Degree in related theology, social work, or counselling
- Training and experience in spiritual direction, counselling, and education
- Knowledge of contemplative end-of-life care approaches and an understanding and appreciation of hospice care
- Working knowledge of acute and community end-of-life care resources
- Ability to work with integrity and respect in all belief systems and no belief system
- Working knowledge of a variety of Christian and non-Christian religious traditions and customs is required
- Computer literate with multimedia capabilities
- Ability to work independently and as a member of Hospice Calgary's staff and volunteer teams
- Values volunteers and understands their role in the organization's success
- Current criminal record check and Vulnerable Sector Search

**Working Conditions:**

- A standard work week is usually required (134.4 hours/month)
- Availability to be on-call during non-work hours for consultation
- Flexibility to accommodate working from both Hospice Calgary sites and within the community
- Travel within Calgary between Hospice Calgary sites is required
- Must have valid Alberta driver's license and own transportation