**Mountain Hospice, Inc.**

**POSITION DESCRIPTION**

**TITLE:** Chaplain and Bereavement Coordinator

**ACCOUNTABILITY:** Director of Clinical Services

**BASIC PURPOSE:** Provide and/or coordinate the spiritual care and religious needs of all Mountain Hospice patients. Responsible for developing, implementing and coordinating a program which will provide advocacy and bereavement services to the patient and family (as defined by the patient) from admission through discharge.

**SCOPE OF RESPONSIBILITIES:**

1. Visit with patients and family members to provide spiritual care as indicated in the plan of care.
2. Make initial visit to all new patient’s to determine if chaplain services are needed. This position will work with the patients own clergy to coordinate spiritual care with the patient care plan.
3. As appropriate, provide or coordinate follow-up grief ministry and counseling to family members following the death of patient.
4. Travel to all counties to see patients at least monthly or more as needed.
5. Complete reports of visits and activities as required.
6. Create and implement a church development program in all counties.
7. Develop and oversee the Hospice Sabbath event in November.
8. Oversee the training of all volunteer chaplains.
9. Assist with volunteer chaplain recruitment.
10. Coordinate spiritual services of patients and supervise documentation provided by chaplains.
11. Coordinate and oversee the annual memorial service. Plan and implement bereavement services in a manner that best utilizes the agencies time and resources.
12. Coordinate and oversee Camp Good Grief.
13. Develop and oversee the church liaison program.
14. Participate in interdisciplinary team meetings; initiate the bereavement plan of care with the Nurse Case Manager and coordinate with IDT as appropriate.
15. Responsible for bereavement assessments.
16. Ensure that all documentation related to bereavement is completed within accordance to policy.
17. Coordinate with volunteers, nurses and social services staff as a part of bereavement follow-up.
18. Coordinate funeral home visits with the staff to ensure hospice representation.
19. Perform other duties as assigned.
20. Complies with HIPAA regulations for protected personal health information.

**REQUIRED QUALIFICATIONS:**

1. Education or training in spiritual services.

2. Education or training in bereavement and/or counseling services.

**PREFERRED QUALIFICATIONS:**

1. Current ordination certificate or appointment by the ministry by own faith group.
2. High school diploma or equivalent.
3. Ability to assess and respond to the needs of patients and families in varied settings.
4. Experience working with health care professionals.
5. Basic knowledge of medical terminology.

**PHYSICAL REQUIREMENTS:**  
The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. An employee in this position must be able to perform the essential functions of this position with or without a reasonable accommodation.

**Work Environment**

A portion of this position will be spent in typical office conditions where the noise level varies from quiet to moderately loud with frequent phone calls, visitors and interruptions. The employee will also spend a portion of their time in diverse surroundings in hospitals, nursing homes, assisted living facilities and/or patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, tobacco smoke and exposure to communicable diseases, etc. and in general, Potentially unsafe and unsanitary home environments. Sometimes involved in emergency situations that are unpredictable, emotional and/or threatening. The incumbent must regularly deal with clients who are experiencing serious problems.

**Physical Requirements**

* Regularly required sit for long periods; stand; talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms.
* The employee is occasionally required to walk, climb, stoop or bend and lift up to twenty five pounds.
* Requires normal ranges of hearing and vision.
* Driving or riding in a motor vehicle. Daytime and nighttime travel in potentially inclement weather.

**BEHAVIOR-BASED COMPETENCIES:**

1. Promote Mountain Hospice in all communities.
2. Perform work and provide care in a manner that is age and developmentally appropriate.
3. Manage time efficiently.
4. Demonstrate effective use of problem solving, conflict management and team building skills.
5. Demonstrate behaviors that promote interpersonal relations.
6. Demonstrate the values identified by the organization, which are:

Caring

Communication

Compassion

Cooperation

Professionalism

Respect

I have read and understand the specifications of the position description. This description is not intended as a complete list of specific duties and responsibilities, nor is it intended to limit or modify the rights of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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Employee Signature Date

**Rev. 11/2014**