

## *Part-time Spiritual Caregiving Coordinator*

*Reports to CFO*

12/2014

**General Purpose:** The Spiritual Caregiving Coordinator will provide training and support for the agency's Aging and Spiritual Well-being program and volunteers, and will provide some limited direct client spiritual care.

**Essential Functions:** *(Core duties or tasks that are fundamental and not marginal to the performance of the job.)*

1. Work with supervisor, Volunteer Program Coordinator and Community Relations staff to recruit and select volunteers.
2. Train volunteers using the adapted Stephen Ministries training program one to two times/year.
3. Coordinate and/or provide peer supervision and continuing education for on-going volunteers two times a month.
4. Screen client referrals and match volunteers with care receivers.
5. Promote the program within the agency with internal referral sources (case managers and social workers, etc.).
6. Provide direct spiritual care for a limited number of clients who may be more challenging or have immediate needs and coordinate that care with other available resources and providers.
7. Serve as a resource for agency staff in areas of spiritual and religious competency, answering questions and providing support and information or training about religious traditions and about spiritual aspects of aging, including grief, loss, and end of life concerns.
8. Comply with HIPAA and other state and Agency confidentiality requirements.
9. Perform other duties as assigned.

**Professional Standards and Conduct:** *In addition to understanding and the supporting the organization's Mission, employees should recognize that Professional Standards and Conduct are critical to the success of SCES and should act accordingly. Therefore, each individual will be evaluated on the following:*

1. **Attendance and Punctuality:** Due to the flexibility of SCES work schedules it is imperative that staff be reliable and arrive to work on time.
2. **Respect & Courtesy:** Everyone deserves and should expect courteous treatment, whether in person, on the phone or in correspondence. All employees should consistently maintain a positive and congenial attitude.
3. **Cultural Sensivity:** Recognize and demonstrate a commitment to cultural sensitivity.
4. **Commitment:** Commitment to SCES' mission can be shown in many ways such as, assisting with special projects within the agency, participating in related efforts or professional associations, creating or furthering an initiative that reinforces the mission.

**Qualifications/Basic Job Requirements:** (Specify number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)

1. Masters of Divinity degree or equivalent and at least one unit of Clinical Pastoral Education required. Ordination and standing through a recognized religious denomination preferred.
2. Experience working with seniors, and training in pastoral or spiritual care around grief and loss required.
3. Demonstrated commitment to ecumenical and interfaith work and general knowledge of major religious faiths required.
4. Previous training as a Stephen Minister or Stephen Leader strongly preferred, although training will be provided, if necessary.
5. Excellent communication skills, ability to maintain confidentiality, and manage multiple requests and interactions required.
6. Ability to work collaboratively as part of a team.
7. Must be flexible with work schedule for evenings and occasional weekends as required.

Compensation: Somerville-Cambridge Elder Services offers an excellent package including 10 hours/week, \$20-25/hour, flexible hours but will require some nights and weekends as well as days. Benefits will include earned leave that complies with Massachusetts sick pay requirements. Great complementary job for part-time clergy or chaplains.

Please send cover letter and resume to HR at [hr@eldercare.org](mailto:hr@eldercare.org), Somerville-Cambridge Elder Services, 61 Medford St., Somerville, MA 02143. No phone calls please