

# Christian Health Care Center

## JOB DESCRIPTION

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**TITLE:** Chaplain  
**REPORTS TO:** Administrator  
**FLSA STATUS:** Non-Exempt, Hourly

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**JOB SUMMARY:** The chaplain is a member of the health care team and, in keeping with the facility's policies and procedures, makes available pastoral services to all residents, their loved ones, and as appropriate, staff. Specifically, the chaplain helps the residents come to a fuller understanding of life's events as they relate to spiritual and emotional well-being.

### **ESSENTIAL JOB FUNCTIONS:**

1. Work alongside each department to promote a team approach and maintain the highest quality resident care.
2. Good attendance is an essential requirement of the position.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Demonstrate a strong, clear faith commitment to Jesus Christ.
6. Ensure that religious and spiritual needs of patients and their loved ones are met.
7. Actively participate in the delivery of pastoral care.
8. Respond to requests for pastoral care in a timely manner
9. Participate in the offering of worship opportunities.
10. Assist in the coordination of clergy and pastoral visitors from the religious community.
11. Participate in CHCC's plan for continuous quality improvement.
12. Act as a participating member of the interdisciplinary team.
13. Provide worship services and Bible study.
14. Perform a monthly memorial service.
15. Perform a communion service, along with a message, four times per year.
16. Perform special services to commemorate holidays such as Thanksgiving, Good Friday, etc.
17. Provide an initial visit to residents upon admission and then continue visitation as needed or requested.

### **OTHER JOB FUNCTIONS:**

18. Be willing, if able, to respond to after hours requests.
19. Be available to conduct or assist with funerals, as requested.
20. May participate in resident care conferences.
21. Participates in continuing education programs.
22. Assists in the organization of company-sponsored events, activities, and functions.
23. Performs special projects as assigned by the Administrator.

### **WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Substantial time is spent with residents, their loved ones and staff requiring a high degree of emotional energy and mental alertness. Incumbent

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must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem-solving skills. Incumbent must be able to effectively utilize computers and various software.

## **QUALIFICATIONS:**

### **Ability to:**

- Act as a positive team player and lead others with respect.
- Minister to residents with varying physical and mental abilities.
- Provide comfort and skill in ministering to people of different faith traditions.
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to maintain strict confidentiality with sensitive information and foster a safe, ethical work environment.
- Excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Proficient with various software (Microsoft Outlook, Microsoft Word). Ability to learn new software and problem solve software issues.

### **Education and Experience:**

- Bachelor's degree in theology or equivalent from an accredited school of theology or Ordination, clinical training in chaplaincy, ordination or commissioning for ministry by a recognized religious group or a current endorsement for chaplaincy by a recognized religious group.
- Two years in professional ministry.

### **License:**

- Valid Washington State driver's license at time of hire in order to operate vehicles.

## **GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. May require frequent lifting or moving of light weight material, or rarely lifting or moving of heavy weight material. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*

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