**Position Description**

**PASTORAL CARE COORDINATOR**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Hospital Chaplaincy, Parishes and Other Mission Agencies Commission (PMC)</th>
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<tbody>
<tr>
<td>Location Details</td>
<td>Royal Brisbane and Women’s Hospital</td>
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<tr>
<td>Employment Status</td>
<td>Part time (30.4 hours)</td>
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| Reports To | For operational matters: Regional Pastoral Care Coordinator  
For other matters: PMC Executive Director |
| Direct Reports | Pastoral Carers (paid and volunteer) |
| Key Relationships | **Internal:** Anglican Pastoral Carers, Regional Pastoral Care Coordinator, PMC Executive Director, local Anglican clergy and parishioners  
**External:** Hospital patients and their families, hospital staff and Ecumenical chaplaincy departments. |

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**Who We Are**

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The ACSQ works to care for and improve the life of the community through our network of parishes, schools, education and care services, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

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**Our Vision**

*Flourishing faith communities: proclaiming and serving, worshipping and learning*

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**Our Mission**

*The Mission of the Church is the Mission of Christ— to proclaim the good news of the kingdom of God.*

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

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**Our Values**

We aim to be:

- **Faithful**— steadfast in love for God and each other and steadfast in purpose to undertake God’s mission
- **Imaginative and creative**— being intentional about reforming culture and traditions for God’s world
- **Courageous**— to risk new things and where necessary to make bold decisions
- **Authentic**— being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive**— being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning
Your Role and Purpose

As a Pastoral Care Coordinator you are responsible for coordinating Anglican pastoral care services within The Royal Brisbane and Women’s Hospital, including supervising and supporting Anglican volunteer pastoral carers.

The Pastoral Care Coordinator provides pastoral care to patients, coordinates Anglican pastoral care services for the hospital, and collaborates with local Anglican clergy and parishioners, as well as ecumenical partners, to support and further the work of hospital ministry.

You will work in accordance with the values and ethos of the Anglican Church, working within the Code of Conduct and supporting the operations of the Church.

Key Accountabilities

The following is a list of key accountabilities for the role of Pastoral Care Coordinator.

Client Care and Support

- Provide appropriate chaplaincy/pastoral care.
- Be available to patients and to staff for pastoral care.
- Liaise with the local Anglican parishes for out of hours care and the sacramental roster.

Community, Mission and Ministry

- Liaise with local Anglican parishes to encourage parishioners to encourage volunteers.
- Care for and support Anglican care visitors/volunteers.

Living the Values

- Contribute wholeheartedly to the holistic growth of Diocesan life.
- Reflect the teachings and person of Christ in hospitals through listening without interrupting, praying with the patient and/or their family if they seek and/or agree to this; loving unconditionally and without judgment, and respecting the rights of others to hold different views and beliefs on faith.

Accountability and Reporting

- Work with the other Regional Hospital Pastoral Care Coordinators.
- Implement and interpret relevant policies and procedures to ensure a high-quality service of care within a hospital.

Personal Development

- Undertake professional orientation and development as required.
- Undertake any orientation or training as required by the host hospital, and comply with all requirements of the host hospital.
Staff Management

- Supervise, and be responsible for, the Anglican care visitors and volunteers.
- Initiate ways to gather appropriate volunteers, and coordinate their training and placement.

Key Skills and Experience

- Experience, skill and competency in pastoral care, preferably in a hospital environment.
- A commitment to, knowledge and understanding of Anglican teaching and tradition.
- Evidence of an ability to work within a Christian and inter-faith ethos, without bias or judgment.
- Evidence of an ability to maintain confidentiality of sensitive and personal information gained through pastoral conversation.
- Exceptional communication skills and an empathetic listening style that respects the humanity, worth and dignity of all people.
- Experience in training and supervising others.

Role-Specific Requirements

- Qualifications in Clinical Pastoral Education (at least one unit), or an endorsed and approved equivalent.
- A practising Anglican.
- Letter of confidence from your parish priest.
- ACSQ Safe Ministry Check.
- National Police Check.
- Blue Card.
- Anglican National Register Check.
- ACSQ child protection training and professional ethics training.
- Any other requirements deemed necessary by the relevant hospital/s.
- Any other requirements deemed necessary by the ACSQ.

Decision-Making Authority

As per the ACSQ Delegation of Authority Schedule.
Our Team

The hospital ministry team within the PMC supports the mission of the Church by responding to human need through loving service of hospital in-patients and their families, and hospital staff.

Our Team Values

The PMC Team embraces the following values:

**Inner Team Values**
- Dependability
- Consideration
- Service
- Encouragement
- Loyalty
- Resourcefulness
- Teamwork

**Outer Team Values**
- Reliability
- Professionalism
- Generosity
- Support
- Understanding

Application process

To apply for the position, please email your application to pmc@anglicanchurchsq.org.au. Please address the ‘Key Skills and Experience’ in your application and include a cover letter and CV.

Applications close **COB Friday 11 November 2022**.

For enquiries and further information about the position, please contact The Rev’d Canon Cheryl Selvage, Anglican Hospital Ministries Coordinator: email cheryl.selvage@health.qld.gov.au or phone 0407 585 270.