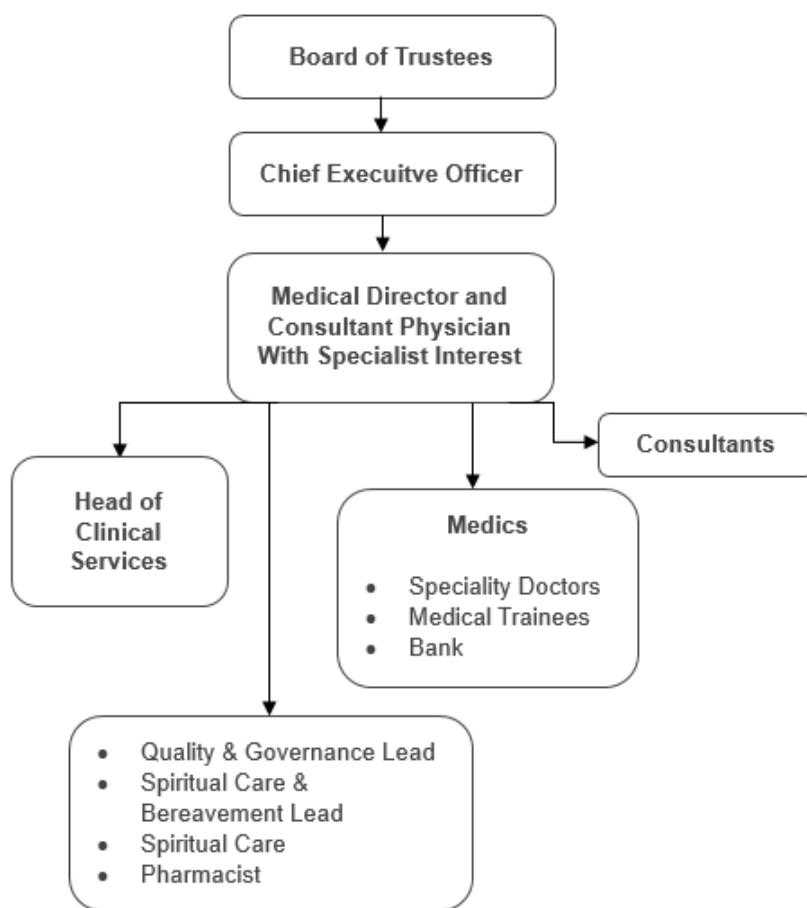


## JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Job Title:</b>      | <b>Spiritual Care Advisor</b>                            |
| <b>Department:</b>     | Clinical Management                                      |
| <b>Post Holder:</b>    | tbc  |
| <b>Grade:</b>          | Band 6   |
| <b>Reports to:</b>     | Spiritual Care, Bereavement Support and Counselling Lead |
| <b>Accountable to:</b> | Medical Director   |

**Organisation Chart:**



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

|                     |  |
|---------------------|--|
| <b>Job Purpose:</b> | <p>To fulfil the role of Spiritual Care within Bolton Hospice, providing support to patients, staff, volunteers and visitors.</p> <p>To monitor the development of national guidelines within the Hospice Movement and the NHS and implement them appropriately and as far as resources allow.</p> |
|---------------------|--|

|                                   |  |
|-----------------------------------|--|
|                                   | Working in close association with the Spiritual Care, Bereavement Support and Counselling Lead and appropriate volunteers. The post holder will aim to ensure all patients, staff and relatives have their spiritual and emotional needs addressed as appropriate to them. |
| <b>Key Working Relationships:</b> | Spiritual Care, Bereavement Support and Counselling Lead<br>Spiritual care volunteers<br>Clinical Psychologist<br>Medical Director<br>Consultants<br>Service Leads<br>Clinical Teams<br>Administration Team<br>Members of the MDT  |

|   |
|---|
| <b>Role Responsibilities:</b>   |
| <b>Key Objectives</b>   |
| <ul style="list-style-type: none"> <li>To assist in organising and delivering the Spiritual Care, within Bolton Hospice. This service is available to in-patients and their relatives and those using the Well Being Hub facilities. Staff and volunteers also access this support on occasion.</li> <li>Support the Spiritual Care, Bereavement Support and Counselling Lead by ensuring that all the Spiritual Care volunteers are trained, supported and kept up to date on relevant internal and external changes and developments.</li> </ul>  |
| <b>Personal and Professional Responsibilities</b>   |
| <ul style="list-style-type: none"> <li>Deliver and further develop appropriate spiritual care provision within the hospice, with due regard to the Standards for Hospice &amp; Palliative Care Chaplaincy, issued by the Association of Hospice &amp; Palliative Care Chaplains.</li> <li>To support the Spiritual Care, Bereavement support and Counselling Lead in delivering 'A Time For Remembrance' events, the 'Light Up A Life' events in co-operation with Fundraising and any other appropriate occasions, responding to public events.</li> <li>Refer individuals to the Bereavement Support and Counselling Service and ensure that appropriate documentation is completed.</li> <li>Provide support as appropriate for staff de-briefings on both IPU and the Well Being-Hub.</li> <li>Participate in a multi-disciplinary education programme and contribute to training in spiritual care at required levels, to all staff and volunteers.</li> </ul> |
| <b>Leadership &amp; Management</b>  |
| <ul style="list-style-type: none"> <li>Promote all aspects of spiritual and emotional support</li> <li>Managing and supporting the spiritual care volunteers</li> <li>Promote the Spiritual Care service to patients, relatives, staff and volunteers</li> <li>To model the Hospice Values</li> <li>Provide reports on the spiritual care service to line manager as requested</li> </ul>   |
| <b>Quality</b>  |
| <ul style="list-style-type: none"> <li>To contribute towards developing and participating in audit and dissemination of results.</li> <li>Ensure service user views are used to develop services.</li> <li>Continually input to the evaluation of the effectiveness of the service, working with the line manager to develop action plans where appropriate and implement those actions.</li> <li>Participate in the pastoral support of staff and volunteers.</li> <li>Record activity of all Spiritual Care delivery.</li> </ul>  |

## **Education and Training**

- Work with others on the development and delivery of education and training on all aspects of spirituality.
- Contribute to the induction process for all new staff.
- Ensure all involved in services have the relevant knowledge and skills.
- Attend appropriate courses, as agreed by the line manager.
- Appraise and monitor spiritual care volunteers as directed by the line manager.

## **General Responsibilities:**

### **Health and Safety**

All employees have a duty to report accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

### **Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

### **Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

### **Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

### **Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

### **Continuous Personal Development**

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

### **Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

### **Living Our Values Everyday**

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



This job description is an outline of the main responsibilities. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated.

They are subject to modification in the light of changing service demands and the development requirements of the post holder. Therefore, it will be subject to periodic review and amendment.

|                     |       |  |
|---------------------|-------|--|
| Employee Name:      |       |  |
| Employee Signature: | Date: |  |

|                    |       |  |
|--------------------|-------|--|
| Manager Name:      |       |  |
| Manager Signature: | Date: |  |

## PERSON SPECIFICATION

|                    |                        |
|--------------------|------------------------|
| <b>Job Title:</b>  | Spiritual Care Advisor |
| <b>Department:</b> | Clinical Management    |
| <b>Grade:</b>      | Band 6                 |

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

|                            | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>METHOD OF ASSESSMENT</b>                   |
|----------------------------|---|--|---|
| <b>QUALIFICATIONS</b>      | Authorised by a recognised faith community or relevant equivalent experience<br>Educated to degree level or equivalent  | Advanced Communication Skills training (or a willingness to undertake)   | Certificates<br>Application Form<br>Interview |
| <b>EXPERIENCE</b>          | Significant experience within a faith, belief or other relevant community.<br>Significant relevant experience of Spiritual Care<br>Experience working within a health care setting  | Evidence of multiprofessional working<br>Experience of significant teamwork<br>Experience of working with volunteers | Application Form<br>Interview                 |
| <b>SKILLS</b>              | Good presentation skills<br>Good IT skills<br>Excellent interpersonal and relationship-building skills<br>Excellent communication skills, including listening skills<br>Ability to deal effectively and sensitively with distressed patients/relatives  | Pastoral support of staff<br>Leadership skills   | Application Form<br>Interview                 |
| <b>KNOWLEDGE</b>           | Excellent understanding of spiritual care delivery<br>Knowledge and understanding of the principles of wellbeing  | Awareness of local and national influences in relation to spirituality, spiritual needs and care                     | Application Form<br>Interview                 |
| <b>PERSONAL ATTRIBUTES</b> | Self-motivated and able to use initiative<br>Understanding the importance of diversity and inclusion<br>Strong teamwork ethic<br>Diplomatic and empowering, able to inspire trust and respect<br>Commitment to continuous personal and professional development<br>Pragmatic approach<br>A commitment to the vision and values of Bolton Hospice. |  | Application Form<br>Interview                 |

