

# Position Description

<b>Position Title</b>	School Chaplain
<b>Position Reference</b>	
<b>Division/Area</b>	Programs Division
<b>Remuneration</b>	
<b>Employment Type</b>	
<b>Reports To</b>	Regional Service Manager
<b>Direct Reports</b>	n/a
<b>Budget/Financial Responsibility</b>	Supervision and Professional Development Budget

## Key Purpose and Overview:

**ACCESS ministries** Chaplaincy is a Christian service which exists to provide pastoral care in schools. The aim of a school Chaplain is to support the emotional, spiritual and overall wellbeing of students and the broader school community by providing pastoral care services. Chaplains in state schools are not permitted to proselytize and must respect, accept and be sensitive to other peoples' views, values and beliefs. School Chaplains must abide by the relevant Department of Education School Chaplaincy Guidelines, the service agreement between the school and chaplaincy provider and ACCESS ministries policies and procedures.

## Key Accountabilities:

Key Result Area	Duties
Pastoral Care	<ul style="list-style-type: none"> <li>• Caring for the spiritual, physical, emotional and intellectual needs of the whole school community by way of confidential pastoral care.</li> <li>• Crisis intervention and trauma support.</li> <li>• Provide input relating to students, families and staff welfare to the school wellbeing team.</li> <li>• Liaise with various external agencies as necessary and if required, accompany students to these agencies.</li> <li>• Act as an advocate and mediator between members of the school community in a way that reflects the notions of reconciliation.</li> <li>• Upon request, assist individuals to reflect on their personal and interpersonal and spirituality.</li> </ul>
Programs and Activities	<ul style="list-style-type: none"> <li>• Assist with or provide wellbeing programs and activities, where appropriate.</li> <li>• Assist with staff PD/training programs organized by the school, where appropriate.</li> </ul>

Professional Development and Supervision	<ul style="list-style-type: none"> <li>• Attend all required training and events, including Induction &amp; Foundational Training sessions, Chaplaincy Conferences and Regional training.</li> <li>• Attend a minimum of four professional supervision sessions per calendar year.</li> <li>• Attend Professional Development opportunities organized by ACCESS ministries, the school or other appropriate providers within the guidelines of the Chaplaincy Induction Manual.</li> <li>• Engage regularly in personal and community expressions of Christian faith</li> </ul>
Community Engagement and Advocacy	<ul style="list-style-type: none"> <li>• Regularly attend Chaplaincy and Wellbeing Support Group meetings if applicable and provide written reports/updates regarding Chaplaincy activities (if applicable)</li> <li>• Support local Chaplaincy activities, attending where possible.</li> <li>• Participate in activities, events and public speaking engagements which support and promote the work, ministry and mission of ACCESS ministries in local church communities and local agencies.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Keep appropriate confidential records of pastoral contacts within the guidelines of school and ACCESS ministries policy and procedure.</li> <li>• Maintain and complete with designated timeframes, all administrative requirements of the role, including: <ul style="list-style-type: none"> <li>- Leave, PD and reimbursement forms</li> <li>- Statistics</li> <li>- Current Police Record Check</li> <li>- Current Working with Children Check Card</li> </ul> </li> <li>• Communicate with relevant staff in a timely manner</li> </ul>

**Key Performance Indicators:**

1. Provide to all members of the school community approximately six (6) formal or informal pastoral care encounters per day in conjunction with both school and ACCESS ministries policies and procedures
2. Provide, facilitate or be actively involved in approximately one (1) wellbeing program or activity per day within the school community and as determined by the needs of the school in conjunction with both school and ACCESS ministries policies and procedures
3. Attend and participate in four (4) supervision sessions per annum
4. Attend and participate in approved professional development as follows:
  - a. ACCESS ministries annual conference
  - b. ACCESS ministries Regional Training Days (3 per calendar year)
  - c. New appointees to complete the Induction & Foundational Training Program
  - d. Upon completion of the Induction & Foundational Training Program, undertake two (2) Professional Development opportunities per calendar year
  - e. Complete and submit evidence to Support Solutions – Programs Administration, e-learning module *Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector* each calendar year
5. Complete the following administrative requirements:
  - a. Monthly report for the preceding month to be submitted by the 5<sup>th</sup> day of each month

- b. Complete and submit Leave forms in accordance ACCESS ministries Leave policies.  
*(Personal/sick leave forms must be submitted to the Support Solutions – Programs Administration immediately upon returning to work from an absence)*
  - c. Participate weekly in wellbeing or team meetings as directed by the school
6. Engage in a minimum of four (4) initiatives of community engagement and advocacy per year

#### **Competencies:**

- **Communication:** Verbal - Clearly and confidently communicates with a wide variety of individuals and groups; Written - Prepares notes, letters, emails and reports using clear and concise language
- **Customer Focus:** Holistically cares for individuals and groups by addressing the connections between physical, psychological and spiritual wellbeing while remaining respectful of individual differences
- **Decision Making:** Prioritizes work demands and organizes special projects and group work using consultation, organisation and clear communication to meet objectives
- **Managing Change:** Accepts and embraces necessary changes and encourages others to do the same
- **Negotiating:** Uses understanding of individuals and groups to positively engage with others and reach agreed desirable outcomes
- **Strategy:** Proactive, self-starting and works strategically towards goals
- **Team Work:** Cooperates and works well with others in the pursuit of team goals
- **Vision:** Works towards a bigger picture of accomplishment in the role in alignment with the organisation

#### **Qualifications, Experience and Selection Criteria:**

- Certificate IV in Youth Work; or
- Certificate IV in Chaplaincy & Pastoral Care; or
- An equivalent qualification that must include competencies in mental health and making appropriate referrals (CHCMHS001 Work with people with mental health issues and CHCCS016 Respond to client needs)
- Valid Working with Children Check Card
- Satisfactory National Police Record Check issued within 12 months
- Recognition through formal ordination, recognised religious qualifications or endorsement by a recognised institution (Christian)
- A willingness to undergo a formal commissioning by ACCESS ministries
- An ACCESS ministries Chaplain is a Christian who lives out a personal relationship with God, modelling their work on the basic doctrines of the Christian faith  
(see ACCESS ministries' Statement of Faith).
- Demonstrated relevant experience/knowledge in:
  - Working effectively with children or young people
  - Providing pastoral care
  - Working within a team
  - Communicating with a range of people in a range of settings
  - Effective involvement and understanding of School and Education

**Working Relationships:**

**Internal:**

- Regional Service Manager
- Programs Director
- Support Solutions team

**External:**

- School Community – Principal, staff, students, families
- Chaplaincy and Wellbeing Support Group
- Church Communities local to the school
- Community agencies and welfare organisations