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| Job Title | Director, Mission and Pastoral Care |
| Reports To | Vice President, Mission Integration |
| Department | Mission |

**Position Summary**

The Director of Mission and Pastoral Care Services provides leadership in the design, development, implementation and evaluation of programs and activities related to mission, core values, ethics, Catholic identity, and spiritual care to ensure that the mission of the ministry and its sponsoring Congregations is communicated effectively and integrated into all aspects of the organization.

**Essential Functions**

MISSION INTEGRATION

* Articulates and demonstrates an understanding of and commitment to the mission, values, and heritage of the sponsoring Congregations and of the health ministry.
* Establish and maintain working relationships with hospital administrators, departmental leaders, Associates, and members of the community
* Assists in the design and implementation of orientation and continuing education programs for board, management, physicians, staff and volunteers to assist in the integration of mission and values into all aspects of the organization.
* Assists in coordinating resources to address needs of the poor as identified within the community needs assessment and participates in the evaluation of the social accountability process.
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* Collaborates in the identification of opportunities for outreach ministry and other means for meeting the mission and social accountability expectations of the organization, and actively participates in their implementation.
* Advises on policies, procedures and organizational philosophy and ethics to ensure congruence with the mission and values of the ministry and the teachings of the Catholic Church.
* Works collaboratively with other departments; e.g., Spiritual Care, Human Resources, Education, Communication, Public Relations, Advocacy and Ethics Committees in conducting leadership development and spirituality programs, coordinating formation programs and advising on public relations and advocacy endeavors.
* Fosters a corporate culture that enhances a sense of Christian community within the organization.
* Fosters communication, networking and shared learning among local and System mission leaders.
* Serves as a resource in mission, spirituality, spiritual care, ethics and community benefit within the organization.
* Assists in the implementation of System accountability mechanisms concerning the ongoing status of mission integration.
* Assists in reporting to and educating the region Board on mission, ethics and community benefit.
* Promotes, participates and/or attends community and organization functions and represents the sponsoring Congregations and the organization as appropriate.
* Serves as a liaison with the Church at the parish and diocesan levels.
* Supports the ministry and the region by assuming any other responsibilities mutually agreed upon to ensure the effective functioning of the health ministry as directed by the VP of Mission Integration.

PASTORAL CARE:

* Maintains the Spiritual Care Department, including the supervision of hiring, training, and the performance of Chaplain staff, administrative workers, and departmental volunteers. Plan, develop, direct, and oversee their ministry.
* Responsible for interpreting and promoting the concept of spiritual care to patients, physicians, nurses, and other healthcare personnel, as well as staff, local clergy, and the public
* Coordinate scheduling of Chaplains to assure full scope of service across the health system.
* Supervise the Chaplains to address the spiritual and emotional needs of Associates, as it may affect their job performance.
* Develop and maintain departmental policies and procedures.
* Develop and maintain a departmental operating budget. Ensure the department operates within the approved budget.
* Works with the VP of Mission Integration to assure oversight of the training of chaplain residents and chaplain interns.
* Oversee use and scheduling of the Chapel, including provision of worship opportunities. Maintain an atmosphere conducive to prayer and meditation.
* Provide for interfaith services and/or rituals for Associates, patients, and/or family members (e.g. ministry holidays, Ash Wednesday, Thanksgiving Day, Christmas, and Good Friday), memorial services, and other events that promote the spiritual values of the health ministry.
* Represent the health ministry pastorally, including public speaking and attending social gatherings, to continually strengthen local community presence.
* Coordinate clergy and pastoral visitors from the religious community, including orientation on policies and procedures which affect their pastoral visiting, provision of resources, consultation, and liaison with healthcare personnel.
* Participating member in a variety of organizational teams and committees, including, but not limited to, the Patient Rights and Organizational Ethics Team, Ethics Committee, Spirituality Health Team, Mission Team and others.
* Provide didactic and seminar leadership to students of the Clinical Pastoral Education as negotiated with Clinical Pastoral Education.
* Provide program development and student supervision to Extended Unit students and Supervisory Education students as negotiated with Clinical Pastoral Education.
* Maintain good standing and faith group endorsement in their religious community
* Supports the ministry and the region by assuming any other responsibilities mutually agreed upon to ensure the effective functioning of the health ministry as directed by the VP of Mission Integration

**Qualifications**

* Master’s degree in theology, scripture, spirituality, ethics or the equivalent.
* Minimum of four (4) units of Clinical Pastoral Education at an NACC or ACPE Accredited Center. A practicing Catholic with experience in Catholic healthcare who understands and is committed to Catholic healthcare.
* Knowledge of the history and heritage of the sponsoring Congregations; understanding of the Catholic Church and its teachings and of the Ethical and Religious Directives for Catholic Health Care Services.
* Excellent verbal and written communication skills; ability to work as a team member; poise and clarity in group presentations
* Proven experience in planning, management and implementation skills
* Certification by NACC or ACPE