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| Job Title | Director, Mission Integration |
| Reports To | Senior Vice President, Mission Integration and Marketing |
| Department | Mission |

**Position Summary**

This position is responsible for working collaboratively to further the integration of BHS Mission and Core Values throughout the System. Under the direction of the Senior Vice President of Mission Integration and Marketing, the Director is responsible for the planning, development, direction, implementation and assessment of all activities within the Mission Integration Department including: Mission, Spiritual Care, Ethics and Liturgical and Ritual Services.

**Essential Functions**

Manages the mission integration, spiritual care and other related activities for BHS to ensure collaboration of the BHS Mission and Core Values throughout the system.

* Develops the System Mission Integration strategic plan and oversees its implementation and assessment.
* Keeps current on trends in Catholic health care ministry; especially with regard to mission and values integration, ethics, spiritual care, community benefit, and other theological issues.
* Creates/refines and delivers mission and values presentations in BHS communities.
* Plans and facilitates regional forums for community mission coordinators.
* In collaboration with the Senior Vice President for Mission Integration and Marketing coordinates and implements the Mission and Values Survey process.
* In collaboration with Mission Integration department staff, plans and develops the theme, focus, and content of the Leadership Spiritual Renewal Program.
* Coordinates the annual BHS awards program and the Sister Claudia Riehl, OSB, Living a Legacy recognition program.
* Researches, advises and enhances an understanding of the *Ethical and Religious Directives for Catholic Health Care Services* and other relevant Church documents.
* Serves as an ex officio member of the System’s Health Care Ethics Committee.
* Participates in the orientation process of new associates and new trustees with regard to the origins of Catholic health care, sponsorship, and Mission and Values.
* Oversees the planning, development, implementation, and assessment of the System’s spiritual care efforts (or directs and supervises appropriate department staff/colleagues to do so; e.g., Senior Consultant for Spiritual Care).
* Facilitates Mission Integration teams and committee development in the BHS Support Centers and BHS communities.
* Calls together, plans, and facilitates the work of the System’s Spiritual Care Advisory Committee.
* Collaborates in the System’s Community Benefit (Social Accountability) process in conjunction with other appropriate offices (Finance/Accounting and Marketing).
* Develops the departmental budget and monitors its use.
* Develops and maintains effective relations with the Sisters of St. Scholastica Monastery.
* Develops and maintains effective relationships with various community and religious organizations and individuals so as to advance the understanding of BHS Mission and Core Values.
* Assists the SVP of Mission Integration when requested as staff for the BHS Board Mission Committee.
* Joins and participates on corporate teams and committees as requested and/or assigned to advance BHS’s overall mission.
* Coordinates the yearly preparation of the feast day activities and materials.
* Recommends associates for participation in internal or external educational and training programs.

Manages the selection, training, development and performance of assigned staff to retain a motivated, professional workforce for Benedictine Health System.

* Acts as a resource of information for assigned staff to ensure accuracy of work, provide direction and oversee project.
* Establishes and communicates job responsibilities and performance expectations to assure mutual understanding of desired results.
* Assesses associate performance, provides positive and constructive feedback on an ongoing basis to reinforce desired results.
* Identifies training and development opportunities to enhance skills and abilities.
* Recruits and selects qualified associates for vacant positions.

Promotes Benedictine Health System’s Mission and Core Values of Hospitality, Stewardship, Respect, and Justice by bringing these values to life in the organization.

* Promotes the Mission, Core Values, maximum morale, productivity, and efficiency by creating an environment supporting accountability and results.
* Demonstrates regard for dignity and respect for others as outlined in the philosophy of the organization.
* Promotes and contributes positively to departmental and organizational relationships.

Performs all other related duties as assigned.

**Qualifications**

* Bachelor’s Degree in Theology (or related area of study), Master’s Degree desirable, with a demonstrated ability to articulate theological principles in a manner that is practical, contemporary and functional, including the following areas:
1. Fundamental Theology: understanding of the fundamental principles and doctrines of Christian (specifically, Roman Catholic) theology (e.g. Trinitarian God, Christology, eschatology);
2. Ecclesiology: theoretical and practical understanding of the theological foundations of the Catholic healthcare ministry; ecclesiology as it shapes relations between the healthcare ministry and church; significance and function of sacrament and ritual;
3. Theological understanding of ministry: ability to explain theological concepts required to understand mission and organizational values;
4. Healthcare Ethics: ability to demonstrate ethical decision-making and behavior within the context of the Catholic moral tradition;

 a. Clinical Ethics: ability to identify values and principles that guide ethical decision-making in clinical cases and to develop pertinent policies.

 b. Organizational Ethics

* Business: ability to understand and implement values and principles in issues of management, finance, human resources, and networking.
* Culture: ability to make a moral assessment of unspoken assumptions and habitual ways of acting within an organization and to help shape a culture compatible with gospel values.
* Quality of Work Life: ability to make a moral assessment of conditions affecting the workplace and to shape a just workplace.

 c. Social Justice/Social Ethics: ability to understand and apply social teaching of the Catholic Church to the healthcare organization’s role as caregiver, employer, community member, and partner

* Five to eight years progressive experience in mission-related environment, including coordination of liturgical services/ritual (may include pastoral or campus ministry experience) or equivalent combination of education and experience, providing practical competence in the following areas:
1. Theological Process: ability to think theologically and to facilitate that process with others
2. Adult Learning, Principles/Practices
3. Group Process
4. Organizational Culture
5. Change Management
6. Collaboration
7. Resources and Process for Leadership Development
* Personal Qualifications
1. Mature Spirituality
* Personal: mature awareness of the presence of God in self and in the events of life; discernment of meaning and purpose in relation to one’s ministry
* Communal: ability to influence/inspire/guide the development of spirituality in the workplace and organization; skill in creating and leading rituals to celebrate/observe significant events in life of the organization
* Practicing Catholic is preferred
1. Mission and values congruence, both intrapersonal and with BHS Mission and Values
2. Relationship building
3. Initiative
4. Team orientation
5. Self-confidence/assurance
6. Tolerance for ambiguity
7. Service orientation
8. Strong interpersonal skills and ability to communicate effectively