The Interchurch Council for Hospital Chaplaincy

*Te Kaunihera Whakawhanaunga o nga Minita Hohipera, Hauora*

**JOB DESCRIPTION – REGIONAL MANAGER**

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| **Position title** | **Regional Manager - Part-Time (0.8 FTE)**  **Auckland Based** |
| **Location** | **North Region: Northland and Auckland** |

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| **The Role of the Regional Manager** |
| The purpose of this position is to provide leadership, oversight, management, and pastoral support for ICHC Chaplaincy teams within the hospital and DHB community for the North Region. The position will be based in Auckland with an opportunity to work from home and travel as required across the region and for National Leadership Team meetings. The North Region covers Hospital Chaplaincy Services in the Northland, Waitemata, Auckland and Counties Manukau DHBs. |
| **The Role of ICHC and Hospital Chaplaincy** |
| The Interchurch Council for Hospital Chaplaincy (ICHC), which is a collaboration of a broad range of churches, is committed to providing Christian Chaplains within Aotearoa New Zealand’s healthcare environment. We are committed to principles of partnership, participation, and protection expressed in the Treaty of Waitangi.  We are purposeful in promoting, maintaining and developing relevant and flexible Chaplaincy (Spiritual Care) services to all those within Aotearoa New Zealand’s Public Hospitals regardless of religious affiliation, faith orientation, belief system, ethnicity, gender or sexual orientation.  The purpose of our ministry is to provide spiritual care that compassionately helps hospital patients, and their whānau:   * seek and express meaning and purpose, * experience connection to the moment, to self, to others, to nature, and to the significant or sacred, * seek inner freedom, wellbeing, and peace of mind, and * live and flourish and find hope amidst challenge, pain, or difficulties.[[1]](#footnote-2)   Chaplains do this as an integral part of multidisciplinary healthcare teams within our healthcare system providing holistic care to all. |

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| **Primary Reporting Line** | **Chief Executive Officer** |
| **Key internal relationships** | ICHC Regional Manager colleagues  ICHC National Office Manager  National Office Staff  Lead Chaplain  Chaplains  Local Chaplaincy Committee.  Senior Catholic Hospital Chaplain  Volunteer Chaplaincy Assistants |
| **External relationships** | Patients and whānau  DHB Staff, including the DHB liaison and ward staff  Local Churches  Community groups  Leaders of faith/spiritual organisations |

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| **Functions and responsibilities (key activities, tasks and outcomes to be achieved)** |
| **Regional Management Responsibilities:**  **Pastoral Care:**   * Provide pastoral care for ICHC Staff (Paid and Volunteer) within the North Region. * Collaborate with LCC members to support Chaplains, Volunteers and administrators in the North region.   **Professional Development:**   * Approve and manage Continued Professional Development (CPD) for Chaplains. * Ensure adequate records of CPD are being maintained for the region in liaison with the Individual chaplains and the National Office team. * Facilitate CPD opportunities for the region.   **Management of Chaplains:**   * Lead and participate in the Recruitment of Chaplains for the Region. * Ensure the Chaplains and VCAs across the region are reporting activity on the Results Based Accountability (RBA) – My Week in Review (MWiR) statistical reporting platform. Review the reports and follow up as required for improved reporting and/or reflective practice. * Manage the regional Chaplaincy resource to ensure adequate cover is provided in the regions hospitals to comply with contractual requirements. * Approve rosters, timesheets, leave applications, expense claims and other personnel documentation for the region. * Facilitate annual appraisals for Chaplains in the region.   **Leadership:**   * Participation in National Leadership Team Meetings. * Contribute leadership and planning for regional and national events. * Work with Lead Chaplains to manage and support the relationship with DHBs in the region. |
| **Preferred Competencies** |
| * Is theologically educated (at degree level) with a good level of religious, spiritual, and ideological understanding. * Accredited for faith community leadership. * Has substantial experience in a ministry of pastoral care. * Has collaborated ecumenically. * Has worked with people from diverse faith and cultural backgrounds and has a high level of cultural awareness and sensitivity. * Has training relevant to healthcare chaplaincy, for example Clinical Pastoral Education (CPE); ideally having taken at least one unit of CPE. * Has highly effective and personable communication skills including excellent listening and pastoral skills. Demonstrates a positive, respectful, empathetic, and compassionate attitude towards others. * Articulate in written and spoken English. Some fluency in Te Reo Māori is desirable * Ability to work collaboratively and sustain constructive working relationships with chaplains and other healthcare professionals. * Ability to support, encourage and train volunteers. * Ability to help develop chaplaincy services in the hospital context. * Has effective IT skills. * A patient centred focus. * Commitment to the vision, mission, and values of ICHC. * To be in good mental and physical health. |

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| **Key job requirements** |
| * To adhere with all ICHC policies including the policies as agreed in the MoU between ICHC and the DHB. * To uphold and reflect the values of the DHB and adhere to the DHB policies, including health and safety, infection control, patient confidentiality and patient’s privacy, event reporting and personal safety. * Current letter of ordination, accreditation, good standing or equivalent from your denomination. * Experience in hospital chaplaincy, pastoral counselling or in other relevant ministry. * Good self-care discipline and committed to regular supervision and spiritual direction. * A current driver’s licence. * Police Vetting Check clear of offences incompatible with the care of others. * Good computer literacy, including the ability to use email and produce and amend printed documents and to learn to use the simple ICHC chaplains’ weekly review site. |

I have read and understood the above Job Description and accept all the above responsibilities incorporated herein.

Signed:

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1. Puchalski, C. M., Vitillo, R., Hull, S. K., & Reller, N. (2014). Improving the spiritual dimension of whole person care: reaching national and international consensus. *Journal of palliative medicine*, *17*(6), 642–656. doi:10.1089/jpm.2014.9427

   Tees, Esk & Wear Valley NHS trust (UK) service users and staff coproduction, The Spirituality Flower, accessed on line <https://www.tewv.nhs.uk/services/spirituality/> 14:28 29/10/2019 [↑](#footnote-ref-2)