



**JOB DESCRIPTION**

**Job Title:** Chaplain Fellow  
**Department:** Spiritual Care  
**Date:** March 2023

**Job Class #:** 9986

**Summary:** As a Chaplain Fellow, provides ministry under the supervision of the Director, Network Spiritual Care, to persons in our healthcare system. Performs duties and responsibilities in a manner consistent with our mission and values.

**Mission:** Faithful to our Episcopal-Presbyterian heritage and its ministry of healing, St. Luke's is dedicated to improving the health of the communities we serve. Using talents and resources responsibly, we provide high quality, safe care with compassion, professional excellence, and respect for each other and those we serve.

**Core Values** Human Dignity, Justice, Excellence, Compassion, and Stewardship.

- Human Dignity:*** Demonstrates respect for the dignity and needs of patients, visitors, physicians, and co-workers.
- Justice:*** Honors each person's rights and responsibilities by working as a team player to provide positive patient outcomes.
- Excellence:*** Demonstrates creativity and inventiveness in improving the ways in which work-related tasks are performed. Also strives for excellence in the services that he/she provides.
- Compassion:*** Demonstrates caring beyond "It's My Job" and utilizes positive interpersonal skills.
- Stewardship:*** Demonstrates honesty and acts with integrity. Also demonstrates the ability to work in a safe, cost-effective, and efficient manner.

**FACES** – Friendly – Available – Caring – Efficient – Safe

**Communication Standards:** Promotes and provides courteous and effective communication with internal and external customers.

<b><u>Principle Accountabilities:</u></b>	<b><u>% of Time Spent</u></b>
1. Provides religious, emotional, and/or spiritual support to persons in St. Luke's Hospital, St. Luke's Des Peres Hospital, Surrey Place, St. Luke's Rehabilitation Hospital, and other locations of care through visitation and the provision of liturgical and sacramental services to meet the emotional, religious and/or spiritual needs of patients, their families, other visitors, and St. Luke's team members. Works collegially and respectfully with members of the spiritual care team and the interdisciplinary health care team. Completes and charts spiritual assessments, care plans, and progress notes in the Cerner electronic medical record.	60%
2. Participates in all aspects of St. Luke's Chaplain Fellowship Program:	25%
a. Demonstrates understanding and integration of 31 areas of competency for chaplaincy board certification through study, research, writing, and participating in department and other seminars/didactics and other consultations.	
b. Completes all assignments and submits all materials for board certification according to scheduled deadlines.	
c. Serves as a resource to the St. Luke's Spiritual Care Team, leading programs	

- in areas of interest and/or expertise in clinical chaplaincy.
- d. Attends all department meetings/events, including daily Morning Prayer, and meets monthly or as needed with Department Director for supervision.
3. Participates in various hospital interdisciplinary programs and committees, represents the hospital in community and denominational events, and assists in the Spiritual Care Office, as needed. 5%
  4. Provides periodic ecumenical worship services, communion services, and other special services on Sundays and during the work week, and assists in the planning and implementation of special devotional writing, liturgies/worship services as needed. 5%
  5. Participates in 24/7 on-call responsibilities on weekdays, weekends, and holidays as needed. 5%
- Total: 100%

**Knowledge, Skills, and Abilities:**

Completion of undergraduate degree required and a graduate degree in theological education, such as a Master of Divinity or a Master of Arts in Pastoral Studies or Theology, from a seminary accredited by the American Association of Theological Schools preferred. Proof of ordination, good standing, and endorsement to hospital ministry by their denomination required. Minimum four units of Clinical Pastoral Education (CPE), and a minimum of three years of professional/pastoral experience required.

Provide competent care for individuals in their specific age groups, including neonate/infant, child, adolescent, adult, and geriatric. The spiritual assessment/care plan, and pastoral care provided by the Chaplain Fellow will be consistent with the patient's specific age-related needs.

Establish and maintain spiritual care relationships; work in situations of high stress and emotional conflict; receive and maintain personal and professional confidences.

**Working Conditions:**

Works in various areas of the St. Luke's network of healthcare services. Employee is required to sit *occasionally* and walk *frequently* when performing job duties. Uses computer, telephone, pager, and other technology *frequently*. Employee may need to lift/carry a *light (1-20 lbs.)* load *occasionally*. Employee is *occasionally* required to reach forward and reach overhead. Employee may occasionally be required to do simple grasping and pushing/pulling.

(Occasionally: 1-33%, Frequently: 34-66%, Continuously: 67-100%)

**Job description may include other duties as assigned.**

**Job Relationships:**

Takes direction from and is supervised by: Director, Network Spiritual Care

Works respectfully and in coordination with all Spiritual Care team members and volunteers, the interdisciplinary team, and outside clergy/faith communities.