

Spiritual Engagement Coordinator/Chaplain

<p>Highlights</p>	<p style="text-align: center;">Policy Statement</p> <p>The <i>Spiritual Engagement Coordinator</i> has the appropriate training and experience to meet the spiritual needs of the residents and staff at St. James House, while not proselytizing or intruding on anyone’s religious faith.</p>
<p>General Job Description</p>	<p style="text-align: center;">Policy Interpretation and Implementation</p> <ol style="list-style-type: none"> 1. The <i>Spiritual Engagement Coordinator</i> is responsible for conducting worship services and/or scheduling services of other faiths. 2. The <i>Spiritual Engagement Coordinator</i> is responsible for inviting the Community of Hope into St. James House to visit with and pray with/for residents, especially those whom the neighborhood leaders know are not receiving visits from family 3. The <i>Spiritual Engagement Coordinator</i> has a responsibility to encourage the clergy and community of Baytown and surrounding areas to volunteer their time and talents at SJH on a regular basis 4. The <i>Spiritual Engagement Coordinator</i> will make himself/herself available for meetings with residents, families and staff that will cover resident and staff spiritual and emotional needs.
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. The <i>Spiritual Engagement Coordinator</i> is under the direct supervision of the Life Engagement Director of St. James House. 2. The <i>Spiritual Engagement Coordinator</i> is preferably an Episcopal layperson. If not an Episcopalian, then a clergy or layperson who will understand and respect the Episcopal identity of St James House.
<p>Physical Requirements</p>	<ol style="list-style-type: none"> 1. The <i>Spiritual Engagement Coordinator</i> must be able to make himself/herself available during times of death, crisis, grief and loss. 2. The <i>Spiritual Engagement Coordinator</i> must be able to communicate effectively with residents, families and staff. 3. The <i>Spiritual Engagement Coordinator</i> must be able to move throughout the building(s) known as St. James House and Alexander Hall.
<p>Hours</p>	<p>The <i>Spiritual Engagement Coordinator</i> will work 30 hours a week or as needed; especially on Holy Days and Holidays.</p>
<p>Fair Labor Standards Act</p>	<ol style="list-style-type: none"> 1. St James House compensation for this position exceeds the mandates of the Fair Labor Standards Act.
<p>Confidentiality of Information & Resident Rights</p>	<ol style="list-style-type: none"> 1. The <i>Spiritual Engagement Coordinator</i> will maintain all resident, employee and facility information as confidential and will respect the principles of the Resident’s Bill of Rights.

<p>Essential Job Functions</p>	<ol style="list-style-type: none"> 1. The <i>Spiritual Engagement Coordinator</i> shall at least: <ol style="list-style-type: none"> a. Meet weekly with staff members for updates on resident information. b. Implement regular worship services and evaluate the Spiritual needs of residents, family, caregivers and staff c. Provide support for visiting Episcopal bishops, priests and deacons who come to St. James House, as well as for clergy from other faith traditions who also come to provide ministry to our residents and staff. d. Provide bereavement support to families and staff as needed. e. Attend appropriate classes on spirituality and aging as well as classes concerning Culture Change. f. Be mindful of those for whom spiritual issues are problematic. g. Be willing to begin classes, groups, meetings that others deem necessary for the spiritual and emotional health of St. James House. h. Be willing to work throughout the community to bring volunteers to St. James House to interact with residents. i. Perform other reasonable duties as assigned.