

**Position:** Hospital Chaplain  
**Classification:** Part-Time, Exempt  
**Supervisor:** Chaplain Coordinator  
**Location:** Rio Grande City

**Job Summary:** The Chaplain is responsible for providing pastoral care to the Catholic patients and staff of the assigned hospitals. His/Her primary concerns are the critically ill or dying patients and their families. The Chaplain provides or arranges for the administration of the sacraments as appropriate. He/she provides coordination by means of a program or system for around the clock coverage of emergency calls and is available to those in need of spiritual counseling and guidance.

The Chaplain is responsible for the observance of policies, regulations and procedures essential for proper functioning within the hospitals. It is the responsibility of the chaplain to see that his/her program fits into the effort of the hospital to provide total patient care. This will require cooperation and flexibility in adjusting to the needs of the hospital program without sacrifice of religious principle.

**Qualifications:**

- Graduation from an accredited college or university
- Certification (or in process of ) with the National Association of Catholic Chaplains or approved cognate group
- At least three years of satisfactory pastoral experience
- Completion of four Clinical Pastoral Education (CPE) units
- Commitment to professional growth
- Ability to work well with others
- Ability to communicate in English and Spanish
- Self-directed
- Ability to work with and direct volunteers
- Ability to relate to a variety of Hospital Administrators
- Ability to respond and function appropriately in crisis situations
- Valid driver's license and clean driving record

**Job Elements:**

- Visits the sick as soon as possible after admission and informs them of the spiritual opportunities available within the hospital
- Gives particular care to those in special needs; the seriously ill, preoperative and postoperative patients and the emotionally disturbed
- Assists families or relatives at the time of death of a patient or in other crises
- Provides opportunity for the reception of the Sacrament of Penance and frequent Holy Communion
- Arranges for the last rites and assistance to dying to those in need of and disposed toward this process.

- Counsels patients and staff at times of crisis and in difficult situations ( For Example- emergency room, I.C.U., sudden death on the floor, etc.).
- Provides consultation to staff
- The Chaplain provides for the celebration of the sacraments: Baptism, Penance, Eucharist, and the Anointing of the Sick as needed and/or requested
- Works with other ministers in the community and other parish/hospital volunteers
- Participate with the training of Spiritual Care Volunteers at the San Juan Diego Institute.

**Working Conditions:** Minimum of twenty (20) hours per week. Position requires some evening and weekend work. Schedule flexible depending on the needs of the patient and family. Respond to emergency calls. Use of personal automobile required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to handle, or feel. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.