



Hospice House & Support Care of Williamsburg (HHSCW)
Position Description

CREATED: July 2016

LAST REVISED: July 2019

JOB TITLE: Chaplaincy Director

REPORTS TO: Executive Director

QUALIFIED CANDIDATES PLEASE SEND COVER LETTER AND RESUME TO
hr@williamsburghospice.org

PRIMARY FUNCTION: To address spiritual needs and issues at the request of Hospice House & Support Care of Williamsburg (HHSCW) guests, families, community clergy and others in consultation with the interdisciplinary team. To provide continuity of care to bereaved individuals, families, and communities through management and development of HHSCW's bereavement services. Serves as a member of HHSCW management team.

DUTIES AND RESPONSIBILITIES:

House Responsibilities:

- Make daily house rounds to visit with guests and their loved ones as needed.
- Participate in regular interdisciplinary team meets with the Director of Clinical Services and the Director of Family and Patient Volunteer Services.
- Provide emotional and spiritual support to staff (administrative, clinical and volunteers) as needed.
- Document daily visits with guests, family members, volunteers and staff.
- Available to plan and conduct funeral or memorial services for guests and families of guests when needed.

Bereavement Program Responsibilities:

- Provide 1-1 consultation for individuals seeking bereavement resources in the greater Williamsburg area.
- Place and document monthly bereavement follow-up calls to the loved ones and families of deceased Hospice House guests and home patients.
- Provide oversight of and administrative organization for HHSCW Walking/Social Group and peer-led support groups.
- Facilitate tri-annual Bereavement Support Group Workshop at HHSCW.
- Coordinate and facilitate bi-annual HHSCW memorial services.



- Organize training and continuing education opportunities for HHSCW bereavement volunteers.
- Network with area clergy and grief counselors to provide external resources for those seeking professional help in the grieving process.

Administrative Responsibilities:

- Check and respond to email and phone inquiries regarding HHSCW's bereavement services.
- Document regular intake of bereavement referrals and services provided to bereaved individuals.
- Update and maintain the HHSCW Deceased List.
- Maintain monthly statistics of bereavement and chaplain services.
- Participate in weekly staff meetings and provide report to HHSCW team.
- Design and print programs, flyers, and other grief literature as needed.

SCHEDULE:

- This is an exempt 32 hour per week position with a regular schedule of Monday- Friday. Occasional weekend and evening work is expected to support HHSCW programs and events.

QUALIFICATIONS:

- Demonstrated pastoral experience with death and dying. Minimum 1 year experience in hospice care.
- Commitment to philosophy of hospice care and demonstrated comfort in working with interdisciplinary staff and volunteers.
- Master of Divinity from an accredited institution.
- Endorsement from and in good standing with a faith community.
- Completion of 4 units of Clinical Pastoral Education.
- Board Certification in APC, NACC, CPSP or eligible for certification.
- Computer Proficiency (Microsoft Office Programs).