

Pastoral Care Practitioner (Corpus Christi)

Are you passionate about pastoral care and working closely with people to ensure their spiritual and emotional wellbeing? Do you want to work for a leading Not for Profit organization?

- Part Time Ongoing Position (4 days per week)
 - Clayton Location
 - Salary Packaging Benefits
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The role:

In this role, you will be an integral member of the Pastoral Care Services Team at Villa Maria Catholic Homes (VMCH), based at our Corpus Christie facility in Clayton.

The Pastoral Care Services team at VMCH is a supportive and caring team of people, passionate about delivering pastoral care, spiritual and emotional, to our residents and their families.

As an integral member of this team, and an active member of the VMCH community, you will provide direct ministry and support. Your ethos will be to “walk with you along your journey”, not only in hard times but also during times of celebration and happiness.

You will enjoy being hands on, overseeing and coordinating the sacramental and spiritual life of the community, delivering face to face pastoral care and direct ministry to residents and families.

Key responsibilities:

- Ensure the delivery of a ministry of pastoral care, consultation, sacraments and support to residents and their families
- Coordinate Pastoral Care activities between parish, volunteers and the community
- Promote an interdisciplinary approach to resident care
- Develop and maintain procedures to keep records of pastoral activity

You will have:

- An understanding of the Catholic Ethos
- Pastoral and/or Theological qualification (CPE) or relevant experience
- A passion for working with elderly people
- Highly developed communication and interpersonal skills

About us:

RESPECT
COMPASSION
INTEGRITY
COLLABORATION
AND PARTNERSHIPS
INCLUSION
STEWARDSHIP

Through our passion and commitment to everyday people, Villa Maria Catholic Homes (VMCH) works in partnership with people of all ages and abilities. From all faiths and backgrounds, to achieve their goals, remain connected to their community and maintain independence.

We're a Catholic not-for-profit organization, providing services to 7,600 people across Victoria. Ask anyone at VMCH and you'll find we're driven by wanting to achieve outcomes that enhance the lives of older Australians, people with disability, families and carers.

We have a long history in listening to what people want and need. By making sure we can deliver services to match those needs, we can offer greater choice and opportunity to our customers. We want to help build compassionate and sustainable communities, so everyone is included.

Today we offer services that cover affordable housing options, residential aged care, retirement living, home community and disability services and specialist education. We're an agile organisation constantly improving how we do things.

Our organisation is committed to being an employer of choice & provides employees with:

- A Supportive Working Environment & Workplace Culture
- Ongoing Professional Development & Career Pathways
- Flexible Working Arrangements
- Purposeful & Meaningful Work
- Salary Packaging Benefits

If you meet the above criteria and are passionate about making a positive difference in people's lives, we would love to hear from you.

Applications close: 14 January 2019, 11:30PM

Applications are to be sent to Marie.Evans@vmch.com.au by 2 January 2019. Please submit a cover letter along with a current resume

Permission to conduct a criminal records check and Evidence of Australian Work Rights will be required.

To work at Villa Maria Catholic Homes a current Working With Children Card is required.

If you have been a citizen or a permanent resident of a country other than Australia or have resided in an overseas country for 12 months or more in the last 10 years, you may need to provide a copy of your international police check before an offer of employment can be made.

Position Description



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Role Statement

Key Role Information:	
Role Title	Pastoral Care Practitioner
Functional Unit	Pastoral Care Services
Nominated Supervisor	Pastoral Care Services Manager
Award / EBA	Common Law
Classification	
Location	Corpus Christi
Travel Required	

About Villa Maria Catholic Homes (VMCH)

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About Corporate Services

VMCH Corporate Services is located in East Melbourne and provides support to ensure our services are second to none. Providing consultation and advice to service areas, Corporate Services include Finance, Human Resources, Marketing and Communications, Property and Development, Governance, Information and Communication Technology, Volunteering Services and Mission.

Our staff are our greatest asset and without them we would not be able to achieve our mission. We are committed to the safety and wellbeing of our people and the people we support.

Primary Purpose of the Role	
<p>Pastoral care is a model of spiritual and emotional support offered to all members of the community.</p> <p>The Pastoral Care Practitioner, is an integral member of VMCH pastoral care team, contributing to the high-quality provision of pastoral care, providing direct ministry to residents and their families, ensuring residents' personal beliefs, privacy and confidentiality are respected.</p> <p>The Pastoral Care Practitioner aims to “walk with you along your journey” not only in times of hardship but during times of celebration and happiness.</p> <p>The Pastoral Care Practitioner will be committed to the Vision, Mission and Values of Villa Maria Catholic Homes.</p>	
Key Accountabilities:	Demonstrated By:
Spiritual support	<ul style="list-style-type: none"> • Promotes an interdisciplinary approach to resident care. • Provision of emotional and spiritual support of all residents. Liaison with leaders of other denominations and faiths to meet the religious and spiritual needs of residents who are not Catholic who may be residing in the community. • Ecumenical Memorial Services - Hold Memorial services a number of times a year for residents and families for those who have died during that period. • Maintains ongoing written communication such as sympathy cards.
Coordination	<ul style="list-style-type: none"> • In conjunction with the Pastoral Services Manager and Volunteer Services Manager coordinates clergy and pastoral volunteers including orientation of policies and procedures which affect their pastoral visiting, provision of resources, consultation and liaise with care personnel. • Coordination of the Parish sacramental support for the community; regular Masses where possible and when not, Communion Services made available. Co-ordination of regular anointing of the sick and reconciliation.
Record Keeping	<ul style="list-style-type: none"> • Develops and maintains procedures to keep records of pastoral activity, to document spiritual needs of residents and implementation of spiritual assessments and to communicate effectively with care team members and other members of the Pastoral Care team. • Record of the following statistical data monthly: <ul style="list-style-type: none"> ○ Number of Pastoral Visits within 7 days of admission. ○ Record number residents receiving follow-up visits. ○ Record number of residents receiving end stage visits. ○ Record number of residents who have passed away during this period. ○ Record number of next of kin having received follow- up support within 7 days of passing away.

Other requirements	<ul style="list-style-type: none"> • Maintain the chapel supplies, religious reading materials and necessary reference materials. • Participate in regular supervision in a timely manner. • Participates in regular professional continuing education.
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Role Requirements

Essential

- An active faith commitment.
- An understanding of the Catholic Ethos.
- Pastoral and/or Theological qualification (CPE) or relevant experience.
- Experience in pastoral care and counselling and in working with people experiencing grief and loss.
- A commitment to ongoing learning.
- A passion for working with elderly people.
- Highly developed communication and interpersonal skills.
- Computer literacy, Microsoft office suite and ICARE.
- A commitment to ethical practice consistent with the policies of Villa Maria Catholic Homes.