

Date: January 2021

Responsible to: **Allied Health Team Leader**

Hours: 32 hours per week or as mutually agreed

Functional Relationships: Patients and their families
Members of Patient Family Support Team
All Hospice Staff and Volunteers
Community Health and Support Organisations
Maori Health Providers

Purpose

- To work as an active member of the Hospice Southland interdisciplinary team to facilitate the spiritual wellbeing of Hospice patients and their families/whanau.
- To work as part of the Hospice Southland bereavement team.
- To offer appropriate support and education for Hospice Southland staff, and volunteers and when appropriate other community service providers.
- To work after hours and weekends as necessary and discussion with Team Leader

Treaty of Waitangi

Hospice Southland acknowledges the Treaty of Waitangi as foundation document of New Zealand. In recognising the three principles of the Treaty – Partnership, Protection and Participation, we will deliver our services at all levels of the organisation within the spirit of the Treaty.

Hospice Southland Values

Demonstrates and is a champion of our values

OUR CORE VALUES:



Duties and Responsibilities

Provide spiritual support for the families of Hospice Southland patients

- Implement and complete patient/family contact and communication safely, to allow for appropriate therapeutic rapport to be established.
- Provide support in a manner responsive to the client's needs and requirements.
- Make accurate and ongoing assessments of patient/family needs and regularly evaluate the effectiveness of the sessions.
- Recognise and identify if any emotional/physical pain. Liaise and refer on if/as appropriate.
- Coordinate and assist with facilitating the Remembrance Services for the families of patients who have died as per the Hospice Southland Service Delivery Policy.
- Respect the cultural diversity of all patients and family members, maintaining an effective bicultural perspective and recognising the principles of the Treaty of Waitangi.
- In all work ensure the strictest patient and family member confidentiality is always maintained in all work

Provide and maintain spiritual resources

- Ensure staff are aware of such resources and where they are kept.
- Ensure contents of the Spiritual Support Resource manual are suitable for use by patients and their families.
- Be responsible for the coordination of the purchasing of spiritual books for IPU and relaxation CDs suitable for therapeutic use by patients.
- Create and maintain a database and regularly audit to ensure they resources are complete and useable.

Maintains a Multi-Disciplinary approach to patient and family care.

- Attend and actively participate in the weekly multi-disciplinary team meetings.
- Coordinate the candle lighting at the commencement of and the thought for the day at closure, with other staff who attend the meetings.
- Attend afternoon handover reports in the inpatient unit.

Mentor and support staff in relation to the spiritual care of patients and their families

- Regularly attend afternoon handover to provide support and encouragement to staff in relation to spiritual care.
- Maintain open communication and a sense of accessibility and flexibility to enable staff to share concerns and reflect on their work in relations to the provision of spiritual support to patients and their families.

Clinical Documentation

- Ensure documentation related to Spiritual support contacts or interventions is documented in the Pal Care Patient Management system or other nominated system and that it meets the standards set out in the policies related to clinical documentation

ORGANISATIONAL REQUIREMENTS

Communication

Internal:

- All communication is undertaken in a spirit of openness, positivity and transparency and leads to the development and maintenance of team morale and cohesion.
- Actively and positively contribute to clinical discussions regarding patient and family members care in respect of spiritual care.
- Attends all relevant staff meetings, or apology registered, minutes read and understood

External:

- Develop a professional and effective working relationship with the members of the clinical and allied health within the Hospital Provider Services of the Southland District Health Board and other community-based care and family support providers.
- The mission and vision statements of Hospice Southland as well as the roles and functions in palliative care are known and respected in the community.
- As required provide formal presentations to community groups and organisations on the wide variety of topics related to Hospice Southland and Palliative Care.

Service Development

- Actively participate in service development initiatives, projects and working parties.
- Identify areas for ongoing service development with a focus on the continual improvement of services delivered by Hospice Southland working through the implementation of such initiatives and projects in consultation with the Quality/ Practice Development Coordinator.

Health and Safety

- All staff are required to be aware of their own responsibilities and actions from the perspective of the organisations goal of providing a safe workplace for all staff, patients, and visitors.
- All incidents and reportable events, including near miss incidents are reported according to Hospice Southland Policy and Procedures.
- Awareness and appreciation of the known hazards listed for area of work such as known hazards for staff working in the community
- Actively and positively participate in workplace health and safety initiatives as required with in role of Family Support person.

Professional & Personal Development

Maintain an awareness of own health needs and communicate these to the Clinical Manager as the line manager for this role

- Be aware of own workload pressures, personal responses to stress and maintain a strategy for personal management of the same.
- Personally, participate in regular clinical supervision in line with the Hospice Southland Policy on clinical supervision.
- Establish ongoing criteria for the development of professional practice and performance objectives within the role of Spiritual Support person.

Person Specification

1. EDUCATION/QUALIFICATIONS

Desirable Criteria-

- Completion of our on-going study in spiritual theory and/or practice, grief support and/or counselling.
- Completion of postgraduate qualifications in Social Work, counselling or related to grief support.
- A current driver's licence without endorsements is essential

2. EXPERIENCE, SKILLS AND KNOWLEDGE

Essential Criteria-

- *Experience in providing counselling and/or grief support which incorporates the spiritual dimension*
- *Demonstrate ability to work effectively with and provide appropriate levels of spiritual and emotional support and guidance to, staff members in relation to patients and their families.*
- Experience in managing and prioritising a busy caseload.

Desirable Criteria-

- Experience working in the health sector
- Demonstrable experience in working with people on a deep level in times of crisis and/or personal challenge.
- Is open minded and respectful of individual spiritual and cultural beliefs and practices.
- Can work with patients and their families without the need or desire to impose own personal spiritual beliefs, or any spiritual belief system.
- Ability to practise a high level of interpersonal skills and open communication within the immediate and wider Hospice Southland group.
- Ability to work autonomously and collaboratively within Patient and Family Support Team and the wider organisation.

- Prepared to work in the spirit of the Hospice philosophy where so many people give freely of their time – demonstrates a willingness to contribute on a voluntary basis to the mission and vision of Hospice Southland
- Well-developed sense of humour and fun.

Changes to Job Description

From time to time, it may be necessary to consider changes in the job description in response to the changing needs of the organisation and nature of our work environment– including changes to the annual plan. Such change may be initiated as necessary by the manager of this job and any changes will be discussed with the job holder before being made. This job description will be reviewed as part of the preparation for performance planning for the annual performance review cycle.

Signatures

Managers Name	
Signature	Date:

Position Holders Name	
Signature	Date: