**Supervisor:** CEO or Outreach Coordinator

**Position Summary:** To provide regular and emergency chaplaincy services to patients, associates, and volunteers at Cross Road Medical Center and in the community.

**Essential Duties and Responsibilities:**

* To act as a chaplain available for patients on an as needed basis.
* To act as a chaplain and member of the Spiritual Advisory Team offering encouragement, guidance, and a listening ear to staff and volunteers.
* To provide guidance and resources for [CHC] associates in their allotted Spiritual Day.
* To spend a minimum of five hours a week involved in [CHC] activities related to chaplain work.
* To offer a calming presence at [CHC].
* To be a “safe person” with confidential and personal items shared.
* To be available for counseling in crisis situations that arise.
* To assist with the visiting nurse program as requested with palliative care.
* To assist with [CHC] devotional times.
* To comply with [CHC] policies
* To understand and agree to support the [CHC] Mission Statement.

**Skills:**

* Able to work independently and with other staff
* Has good basic communication skills
* Maintains high standard of personal and interpersonal functioning in job performance.

**Qualifications:** To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education/Experience:**

Education: Be a graduate of an accredited program in ministry

Experience: Minimum of two years of experience in counseling/ministry preferred

**Other Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Should have effective oral, written and telephonic communication skills. Should be neat and clean in appearance.

**Physical Demands/Work Environment:** The physical demands described here are representative of those that must be met by an office 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 use good oral communication skills and to keep confidences. The employee is occasionally required to stand, climb stairs, walk, and climb, drive a vehicle or balance. The employee is frequently required to sit and talk or hear.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.