

ASSISTANT CHAPLAIN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chaplains and Director of Pastoral Care, incumbents of this class provide religious and spiritual leadership and guidance to patients, patient families, residents and staff of the facilities at the Medical Center, including the Mental Retardation Institute and the Ruth Taylor Institute. Incumbents must be available on a 24-hour basis to respond to emergency needs. Supervision is not a requirement of this position. This position is distinguished from the Chaplain position in that state or national certification by the appropriate credentialing body of the religion represented is not required at this level. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts religious services and administers rites according to the practices of the religion represented;

Provides 24-hour crisis intervention service which includes counseling (counseling with family of critically ill infants, AIDS patients, terminally ill patients, employees suffering from burnout) and guidance on personal and spiritual problems to employees, patients, and their families, and administers prayer and sacramental ministry, and provides follow-up pastoral care and community support;

Provides particular care to patients with urgent needs such as the seriously or terminally ill, pre-operative and post-operative patients, and psychologically and emotionally disturbed patients;

Provides information to patients, residents and inmates of the availability of chaplain's services and chapel services;

Assists in conducting religious educational and training programs, and organization of class discussions pertaining to health issues of concern and importance to staff, volunteers, community clergy and the general public;

Consults with personnel and community clergy about spiritual needs and resources in comprehensive health care treatment and about ethical issues;

Maintains good standing within own faith group by accountability to ecclesiastical authorities and attending convocations, committee meetings, conferences and retreats to educate others on the spiritual needs of patients;

Assists in recruitment, screening, training, assignment, supervision and evaluation of volunteers to the Chaplain who greatly increase the scope of chaplaincy services through their volunteer efforts;

Assists patients and staff in various matters of the department such as requests for organ donations;

Reviews professional journals to remain up-to-date with occurrences in the research of psychology, religion, health and other fields relevant to the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of religion represented; knowledge of health care procedures; knowledge and appreciation for other faiths and denominations within those faiths; knowledge of interdisciplinary communication; familiarity with the operation of the hospital's nursing, geriatric, and psychiatric units; skill in interpersonal communication; ability to not allow one's own emotional needs or psychological dynamics to interfere with the duties of the position; ability to commit oneself to caring for the spiritual, psychosocial and physical needs of persons served; ability to incorporate operational and integrated knowledge of the making pastoral diagnostic assessments; ability to assist in administering the parish clergy's ministry to congregation; ability to approach with understanding individual spiritual and personal problems; ability to understand the special problems of and to deal effectively with the sick, the aged, and law offenders; ability to work in cooperation with the clergymen of all faiths and with institution staff; dependability; flexibility; perception; insight; resourcefulness; initiative; integrity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) ordination and endorsement for the specialized ministry of chaplaincy or pastoral care by a chaplain's adjudicatory authority; or b) certification on a national level as a member of one of the appropriate credentialing professional associations (e.g., the American Association of Pastoral Counselors, the College of Chaplains, or the Joint Certification Standards of Ministries in Specialized Settings); or (c) certification on a state level by the New York State Council of Churches - Department of Chaplains, the New York Board of Rabbis or the New York Conference of Catholic Bishops; or (d) ecclesiastical endorsement by the Archdiocese of New York (for Catholic Chaplains only).