

## UW HEALTH JOB DESCRIPTION

### ASSOCIATE CHAPLAIN

Job Code: 540079	FLSA Status: Exempt	Mgt. Approval: A. Karlson	Date: March 2022
Department: 3039437 - Spiritual Care Services		HR Approval: K. Fleming	Date: March 2022

### JOB SUMMARY

The UW Health Associate Chaplain offers spiritual care services to patients and families, using theological and clinical training to help patients and families cope more effectively. The Associate Chaplain follows the Staff Chaplain's assessment of the patient's spiritual practices/values and assists in accommodating and integrating these values into the patient's medical plan of care. The Associate Chaplain communicates the patient's spiritual needs to the patient's interdisciplinary health care team as appropriate. The Associate Chaplain supports the patient/family as they integrate implications of the suggested medical treatment plan in the framework of their spiritual beliefs, and as they work through difficult issues/challenges that may arise during hospitalization. The Associate Chaplain consults with the Staff Chaplain to appropriately support the interdisciplinary health care team.

Associate Chaplains are responsible for providing patient/family-centered care at University Hospital, the American Family Children's Hospital (AFCH) and/or East Madison Hospital (EMH) sites. The Associate Chaplain may work full time, part time, or in a PRN capacity; the Associate Chaplain will have overnight on-call and weekend responsibilities.

### MAJOR RESPONSIBILITIES

**Chaplain Care:** The Associate Chaplain addresses patient and family distress. The Associate Chaplain explores with their patients and families the implications of their structures of belief and meaning in illness and crisis situations, always centering the value of respect for the goals, desires, and choices of each person. Working from a spiritual assessment made by the Staff Chaplain when possible, the Associate Chaplain provides encouragement and support during illness, empowering patients to embrace their spiritual/religious strengths and inner resources for healing. They assist patients and their families in times of crisis, bereavement, and when facing important end of life questions and decisions.

**Provision of Plan of Care:** The Associate Chaplain sees patients who are formally consulted, who are thrust into potentially life-ending or -limiting medical situations (Code Blue, ED Trauma I, etc.), who may be referred as a part of the interdisciplinary team, at the patient's/family's request, or as follow-up at the discretion of the Staff Chaplain. The Associate Chaplain gathers and evaluates relevant data pertinent to the patient's situation and/or bio-psycho-social-spiritual/religious health. Collaboration and consultation with Staff Chaplains are fundamental aspects of the Associate Chaplain's duties as the Spiritual Care team collaborates in the provision of the patient's plan of care.

**Documentation:** The Associate Chaplain documents information in the electronic health record that is relevant to the patient's medical, psycho-social and spiritual/religious goals. The documentation recognizes regulatory guidelines regarding confidentiality while providing the interdisciplinary team with information about relevant spiritual needs/concerns as well as emotional and relational dynamics, that impact the patient's care and disposition.

**Teamwork and Collaboration:** The Associate Chaplain follows the assessment and plan of care in collaboration with the Staff Chaplain responsible for the area in which the Associate Chaplain is working. The Associate Chaplain communicates with the interdisciplinary health care team and obtains pertinent information regarding the patient's condition, family dynamics, and the health care teams' understanding of the need for spiritual care. As a part of the interdisciplinary team, the Associate Chaplain is alert for referral opportunities, demonstrates knowledge of the services represented on the team, and educates the team to spiritual care issues. The Associate Chaplain supports the team members in their work with patients and families.

**Ethical Practice and Confidentiality:** The Associate Chaplain models clear boundaries for sexual, spiritual/religious, financial, and cultural issues. They chart what is appropriate for the care being provided.

**Respect for Diversity:** The Associate Chaplain models and collaborates with the organization and interdisciplinary teams in respecting and providing culturally competent patient-centered care.

**Care for the Organization:** Patient and family care is the primary focus of spiritual care services. The Associate Chaplain provides services to the organization consistent with the organization's values, mission, and vision. The Associate Chaplain serves as a model and an expert, engaging in activities that improve operational performance, and participates in committee work as assigned by the supervisor. The Associate Chaplain also provides support to staff through supportive

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listening, conversation, and assisting with formal debriefings as appropriate. Associate Chaplains support their colleagues and are available for debrief during handoff. They are aware of resources that support employees such as the Employee Assistance program and other UW Health programming.

**Knowledge and Continuing Education:** The Associate Chaplain attends team meetings as established. The Associate Chaplain incorporates new learning into practice, demonstrating continual growth and development. They develop knowledge of assigned areas and works within the scope of practice for those areas, developing skill sets and practice standards to meet the needs of the patients/families and health care team for their areas.

**Other Expectations:**

- The Associate Chaplain promotes and assists with Advance Medical Directives processes.
- Covers on-call activities as needed and directed.
- Participation on UW Health committees as appointed.
- Other duties as assigned

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> <li>Bachelor's degree from a school accredited by a member of the Council for Higher Education Accreditation (CHEA)</li> <li>One unit of Clinical Pastoral Education (CPE)</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>Master of Divinity degree or Master's level theological degree from a school accredited by a member of the Council for Higher Education Accreditation (CHEA)</li> <li>Four units of Clinical Pastoral Education (CPE) in a hospital setting</li> </ul>
Work Experience	Minimum	<ul style="list-style-type: none"> <li>Two (2) years caregiving work experience</li> <li>Endorsement or appropriate recognition of ministry by the governing body of the Associate Chaplain's denomination/faith group</li> </ul>
	Preferred	Two (2) years of hospital experience
Licenses & Certifications	Minimum	
	Preferred	Associate Certified or Board Certified Chaplain by a recognized national body
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Demonstrated spiritual care experience in a health care setting</li> <li>Ability to listen with an attentive and demonstrated non-judgmental presence</li> <li>Ability to work within the scope of a large, complex Level 1 Trauma Center and work with children and adults</li> <li>Willingness to work within an interdisciplinary team</li> <li>Life-long learner, open to discussion and constructive feedback</li> <li>Willing to and seeks guidance and direction as needed</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

N/A

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<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>x</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.