******POSITION DESCRIPTION:**

**Assistant Chaplain (Volunteer)**

* **What is BRHC and what is an Assistant Chaplain?**

Ballarat Regional Healthcare Chaplaincy (BRHC) is the healthcare chaplaincy ministry of the Uniting Church – Presbytery of Western Victoria.

BRHC:

* Employs a full-time Chaplain Coordinator to develop and oversee the ministry.
* Provides Assistant Chaplains to provide pastoral support in various healthcare/aged care venues across Ballarat.
* Provides Church Services in aged care venues.

An Assistant Chaplain (AC) is a volunteer who is trained, supported and has committed to giving some time each week/fortnight to provide pastoral support in a healthcare or aged care venue.

* **So, what would I be doing?**

As a trained AC, you will be attached to a healthcare or aged care venue in Ballarat with the aim of providing regular pastoral support to patients/residents, their families and staff.

Primarily, your role is to VISIT patients and residents who are connected with the Uniting Church.

You will be PROVIDING pastoral support through:

* LISTENING to the issues raised and stories told.
* RECOGNISING the pastoral cues and exploring deeper where appropriate.
* ASCERTAINING whether deeper pastoral support is required and referring on accordingly.
* WORKING under the direction of the Chaplain Coordinator and in collaboration with the staff of the venue.
* **What is good about this role?**
* Connecting with patients & residents, families & staff.
* Being part of a team ministry, representing the Uniting Church and ‘the church’ more broadly.
* **What are some of the challenges?**
* Being with residents/patients & their families during difficult times
* Knowing that some people we visit will die
* **What sort of training is involved?**

There are 2 types of training provided by BRHC

1. **Orientation:**

The orientation has 2 components.

The prospective AC can immediately commence the Online Orientation Modules provided on the BRHC website and follow the tasks required in each of the Modules.

Alongside the Online Orientation Modules, the AC will be invited to attend a number of face-to-face group training sessions with other prospective AC’s.

1. **Ongoing Training:**

Once an AC has completed the Orientation program and been successfully matched with a venue, the AC will join with other AC’s for regular team meetings (usually monthly or bi-monthly) for ongoing training and support.

* **OK, I'm interested ...but is it really for me. What skills are required?**

Prospective AC’s would have skills/experience in:

* Being a regular or active member of a local UCA congregation, perhaps as an Elder

*(not essential, but beneficial)*

* Willingness to commit a regular amount of time to the role

*(ie 1 morning a week/fortnight equivalent AND 1 meeting every 1-2 months)*

* Demonstrate good listening skills
* Good understanding of confidentiality
* Willing and confident to explore matters of faith and spirituality with patients.
* Able to work as part of a team AND be self-motivated
* **Where to from here?**
* Initial preliminary conversation with Chaplain Coordinator.

*You will have a conversation with the Chaplain Coordinator about your interest in the role and what is required.*

* Returning of Application Form

*You will be asked to fill out an application form.*

* Undertake Orientation Training (Online & Face-to-face)

*You will undergo both the online program in your own time AND be part of a group going through the process the same time as you.*

* Panel interview

*At the completion of your Orientation process, you will be interviewed by the Chaplain Coordinator and a member of the Chaplaincy Committee.*