

Position Description

Position title:	Spiritual Care Practitioner (casual)
Department:	Social Work – Spiritual Care
Classification:	A031-A035
Agreement:	Health and Allied Services Managers and Administrative Workers Single Enterprise Agreement 2021-2025
Reporting to:	Spiritual Care Coordinator & Practitioner

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About Social Model of Health

The Women's Social Model of Health Division is a newly formed function that reinforces our commitment to the social determinants of health. Whilst all services at the Women's ensure health equity for all women, the Social Model of Health Division brings together our services and programs that specialise in providing care to women facing challenges that may adversely affect their health. The Social Model of Health Division at the Women's has responsibility for ensuring the hospital's clinical and social support services are coordinated, aligned and leveraged to provide wrap around care for the women who need it most. In particular, the division has a focus on ensuring a woman's social, economic, cultural, environmental, geographic, and other factors are taken into account in her care plan with the overall aim of reducing health inequalities and addressing systemic inadequacies that affect health access and outcomes.

Position purpose

The Spiritual Care Practitioner will provide clinical Spiritual Care to people attending the Women's. This position offers support to patients, their families and carers. The role provides assessment, counselling, emotional and spiritual support and ritual in matter of a person's beliefs, traditions, values and practices to patients, their families, carers, staff and volunteers

Key responsibilities

Clinical practice

- Undertake direct clinical practice in spiritual care and bereavement care
- Triage and manage referrals via EMR
- Ensure patients have access to the Spiritual Care service with ease and ensure prompt assessment of new referrals as well as allocation and prioritisation of caseloads
- Provide information regarding services, support and referral options to staff and patients as required
- Provide staff with support to debrief after complex or distressing events or interactions
- Demonstrate an understanding of cultural issues with a view to provision of culturally safe and responsive care which is inclusive of all communities and beliefs, practices and traditions
- Facilitate rituals, memorial services, public worship and events to meet the needs of patients, their families, carers and staff
- Facilitate arrangements and ritual for Hospital Arranged Funerals including in collaboration with Perinatal Bereavement Coordinator and other staff as required
- Maintain timely and accurate statistical and qualitative data of all work which details the patients' Spiritual Care screening, assessment and plan.
- Any other duties as required that meet relevant standards and recognised practice

Communication and teamwork

- Participate in meetings as required
- Represent and promote the service at any internal and external meetings as required
- Develop and maintain effective working relationships with internal and external stakeholders.

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Quality, safety and improvement

- Adhere to the Women's policies, procedures, accreditation and statutory requirements
- Act as a clinical resource to healthcare professionals within and outside The Women's.
- Ensure services are delivered in accordance with the Australian Council on Healthcare Standards (ACHS) and the Department of Health and Human Service Standards

Learning and development

- Review and keep up to date with professional literature and training relevant to Spiritual Care

Key selection criteria

Experience/qualifications/attributes

Essential:

- A tertiary qualification in Spiritual/Pastoral care, theology or another relevant field and/or satisfactory completion of a unit of Clinical Pastoral Education or equivalent studies, with awareness and knowledge of pastoral/spiritual care trends, issues and systems.
- Capacity to work at Level (2) of the Capability Framework for Spiritual Care Practitioners
- Excellent interpersonal, communication and listening skills
- Demonstrated ability to ensure referrals are responded to in a timely and effective manner
- The ability to manage a demanding workload, and effectively prioritize tasks, seeking guidance and support as appropriate
- Excellent computer skills and written communication skills
- Experience, working with interpreters

Desirable:

- Experience working in the Spiritual Care field in a public health context including provision of Spiritual Care in a hospital with patients with complex needs and in bereavement care

Organisational relationships

Internal relationships

- Perinatal Bereavement Support Coordinator
- The Social Model of Health Teams
- All Royal Women's Hospital departments and clinics and staff

External relationships

- Spiritual Care Australia
- Spiritual Care departments in the precinct
- Other health services and providers.
- Organisations representing diverse beliefs, traditions, values and practice

Inherent requirements

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Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not applicable
Sitting – remaining in a seated position to complete tasks	Prolonged
Standing - remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Not applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/Constant
Hearing – use of hearing is an integral part of work performance	Prolonged/Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged/Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Prolonged/Constant
Working with distressed people and families	Prolonged/Constant
Dealing with aggressive and uncooperative people	Prolonged
Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Occasional
	Prolonged

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: May 2026

Developed by: Senior Manager Social Work

Date of next review: May 2027

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