

Job Title:	School Chaplain	Job Category:	Religious
Department/Group:	Chaplaincy	Salary Packaging	70% non-reportable
Location:	School	YC Line Manager:	Area Chaplain
Supervision:	The employee is subject to quarterly supervision and periodic reviews.		
Role and Responsibilities			
<p>Reporting to the YouthCARE Area Chaplain, the School Chaplain is a sensitive Christian presence in educational communities and is responsible for the provision of pastoral care and support to an assigned school. The Chaplain is required to perform their responsibilities in a professional manner, upholding the values of the organization being Compassion, Respect and Service. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Provide Pastoral Care and support to students, staff and other members of an assigned school community including but not limited to: support in times of crisis, working collaboratively with school leadership and/or student services, assisting with the exploration of students and staff member's spirituality as requested, referring students and/or staff to appropriate agencies and/or networks in the local community • Perform all training, administration and reporting responsibilities as required by YouthCARE <p>General</p> <ul style="list-style-type: none"> • Adhere to the YouthCARE Code of Conduct and YouthCARE Policy and Guidelines • Adhere to all relevant West Australian and Australian Government legislation, including that concerning privacy, confidentiality and child protection as well as all relevant DoE policies and procedures • Comply with YouthCARE's Occupational Safety and Health requirements including: <ul style="list-style-type: none"> ○ Working in a safe manner; and ensuring your own health and safety and that of your colleagues, volunteers and visitors ○ Reporting any occupational and health issue - hazards, incidents and accidents promptly ○ Promoting a positive safety culture by demonstrating a positive commitment to occupational health and safety • Contribute to the development and improvement of the performance of the organization • Upholds the Vision, Mission and Values of the organization 			
Selection Criteria			
Essential:			
<ul style="list-style-type: none"> • Minimum of Certificate IV in Youth Work or Pastoral Care or an equal or higher qualification in a relevant field that includes CHCCCS016 Respond to client needs & CHCMH001 Work with people with mental health issues • Well-developed written and verbal communication skills • Demonstrated capacity to sensitively relate the Christian faith in a secular context • Demonstrated ability to work effectively within a team and autonomously • Demonstrated ability to build meaningful relationships and engage in one-to-one pastoral conversations with: children, young people and adults • Demonstrated capacity to deliver effective pastoral care • Demonstrated ability to work across Christian denominations, other faiths and cross-cultural contexts • Demonstrated capacity to work within an educational environment • Demonstrated capacity to perform administrative tasks with limited assistance • Demonstrated Computer literacy skills with the ability to collect statistical data such as recording daily activities, related to service delivery and competency in email (familiarity with Microsoft Office® suite) • Demonstrated active engagement in the life of a Christian Church and denomination that affirms the triune Godhead of Father, Son and Holy Spirit; and is a member or associate Church of YouthCARE • Have or able to obtain a Working with Children Check and DoE CrimTrac (Clearance by WA Department of Education to work within the school environment – this is NOT a National Police Clearance) 			
Desirable:			
<ul style="list-style-type: none"> • A recognised qualification to a diploma level in Human Services, Theology, Pastoral Care and/or ministry 			
Other Requirements:			
<ul style="list-style-type: none"> • All YouthCARE chaplains are required to regularly attend a recognised Christian Church community and actively engage in their Christian spiritual development. YouthCARE chaplains are also encouraged to engage in external activities that support their self-care and engage in professional supervision with a Ministry Supervisor to reflect and explore personal and professional issues that may arise 			

Expected Outcomes			
Key Result Areas (KRA)	Key Performance Indicator (KPI)		
Pastoral Care to Assigned School	<ul style="list-style-type: none"> • Carry out duties as identified in the Local Agreement which is developed in consultation with YouthCARE and the School, annually • Work collaboratively with School Leadership and/or the Student Services Team to implement pastoral care strategies • Provide support to school community in times of grief, family breakdown and other crisis situations • Assist in the exploration of students' and/or staff members' spirituality as requested • Acts as an advocate for students and/or staff of the school community • Refers Students and/or staff to appropriate agencies and/or networks within the school community and/or in the local community • Provides or is involved in programs that meet the social, emotional, spiritual and psychological needs of the school community • Builds links with the local community, agencies, churches and other appropriate networks to support the school community • Acts as a reference point for students, staff and other members of the school community on religious matters, spiritual issues, values, human relationships and wellbeing issues • Where appropriate, provide information that is accurate and impartial, about the support and services available in community groups, including religious groups and others in the broader community • Contribute to a supportive, inclusive and caring learning environment within the school 		
Training and Administration	<ul style="list-style-type: none"> • Attend and represent YouthCARE at public forums to aid YouthCARE's aims and objectives as required. • Attends professional development as required by the school Principal and YouthCARE e.g. Annual YC Conference and Chaplaincy Christian Formation • Attends Peer Support Networks for pastoral care in conjunction with Area Chaplains as required • As per YouthCARE Policies and Procedures maintain records, reports and correspondence and submit as per requirement • Attend and participate in YouthCARE Council/YouthCARE Support Network meetings and events and where necessary provide a written report • Attend School Chaplaincy Induction Program, professional development, annual conference, retreats, Peer Support meetings, supervision and other training as required by YouthCARE • Seek to maintain good communication with key stakeholders (YouthCARE, YouthCARE Council, School & other relevant parties) • Develop and maintain internal and external networks to aid the organization's aims and objectives • Engage in continuous learning through formal learning, reading, collegial engagement and/or other forms of professional development • Engage in effective self-care 		
Reviewed By:	John Lee/Darlene Herbert	Date:	31 August 2018
Approved By:	Michael Norman	Date:	