

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 			
General			
<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 • YouthCARE uphold and promote Child Safe policies and procedures. 			
Selection Criteria			
Essential:			
<ul style="list-style-type: none"> • Minimum of Certificate IV in 'Youth Work' or 'Chaplaincy and 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. Equivalent Qualifications that is listed on, or consistent with, the requirements for membership of, or registration with, one of the following professional bodies: APB, AASW, TRB, ACA, NWBOA and Denominational registration of Ministry. • 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 NCCHC (National Coordinated Criminal History Check through WA Department of Education to work within the school environment – this is NOT a National Police Clearance) • Valid COVID-19 Vaccination certificate 			

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 Professional Supervision 	
Reviewed By:	Darlene Herbert/Liesl Mahood	Date:	31 August 2018
Approved By:	Dean Caddy	Date:	