

# Position Description



**Title:** Pastoral Care Practitioner (Neurological Support Services)  
**Business Unit:** Mission  
**Location:** 515 Highbury Road, Burwood East, Victoria, 3151  
**Employment type:** Part Time | Maximum Term (22.8 hours per fortnight)  
**Reports to:** Mission and Ethos Partner – East Victoria

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice  
**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

The role of Pastoral Care Practitioner is to assist Uniting to be a mission and values led organisation, true to its founding in the Christian tradition and its mandate to be an effective contemporary expression.

As part of the Mission & Ethos team and working with the Mission and Ethos Partner for East Victoria the Pastoral Care Practitioner will work to provide spiritual and emotional support to residents, their families and where appropriate offers support to staff.

## Scope

**Budget:** nil  
**People:** Nil

## Relationships

**Internal:**

- Mission and Ethos Partner
- Neurological Support Services Manager
- Employees
- Volunteers

**External**

- Clients, their families and advocates
- Community Groups
- Other organisations, members of the Uniting Church

# Position description

## Pastoral Care Practitioner



### Key responsibility areas

- Leadership**
  - Being an effective member of the Mission and Ethos team
  - Representing Uniting externally in Church and community;
  - Living the values of Uniting
  
- Enabling Relationship**
  - Enabling connection across work sites and programs.
  - Enabling reflection on purpose, values and the inspiration of consumer and community engagement.
  
- Deepening Culture and Ethos**
  - Promoting the values of Uniting;
  - Valuing the experience of those we serve;
  - Educating employees and volunteers in the history of the founding agencies and the identity of Uniting;
  
- Pastoral Care**
  - Promoting an environment of meaning, purpose and connection for people
  - Affirm and enable staff and volunteers to access the ethical spiritual care of their choice
  - Provide spiritual and pastoral care for staff and volunteers
  - Assist in crisis and through change and link personnel with appropriate supports.
  - Does not assume the person being supported is able to conduct a linear, focussed conversation. It is about providing a compassionate, attentive presence.
  
- Mission**
  - Presents the organisation and its vision, strategy, programs and services in positive and engaging images to relevant stakeholders;
  - Linking theological reflection with decision making and planning;
  - Ensures the organisation conducts itself as a ministry of the Uniting Church respecting and giving expression to the ethos and mission of the Church.
  
- In consultation with the Mission and Ethos Partner:**
  - Participate in the induction program with all staff, regarding understanding of Uniting's foundation, purpose and values.
  - Work across the Division to build key relationships and to promote Uniting as part of the Church's mission.
  - Provide input to the development of spiritual and pastoral programs for Uniting clients and staff.
  
- Facilitate prayer, reflection and worship at Uniting functions, meetings and events as appropriate:**
  - Conduct memorial services/funerals as necessary
  - Be actively involved in organisational activities and projects
  - Undertake training and professional development relevant to the primary work of the position
  - Attend regular supervision with the nominated support person
  - To undertake other duties from time to time as requested.
  
- Personal accountability**
  - Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
  - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
  - Ensure appropriate use of resources.
  - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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## Pastoral Care Practitioner



- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### Performance indicators

The Pastoral Care Practitioner shall deliver the following key outcomes for Uniting:

- Develop and maintain trusted relationships in which confidentiality gives empowerment for personal and spiritual growth
- Deliver quality Pastoral Care services to residents, their families/carers and staff.
- Ensure diverse pastoral and spiritual needs are met in partnership with local church, ecumenical and inter-faith support.
- Documentation of pastoral care and recording as required.

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### Person specification

#### Qualifications

- Completion of 1-2 units of CPE or equivalent supervised training in spiritual care.
- Formal qualifications in Theology, Pastoral Studies or equivalent

#### Experience

- 1 year of experience of hands-on Pastoral Care, preferably in a not for profit environment
- Experience in relating to a diverse range of people within complex work environments
- Sound knowledge and understanding of the Uniting Church and its policies, structures, systems and processes.
- Highly developed oral and written communication and interpersonal skills

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Current Victorian drivers licence
- Act in accordance and comply with all relevant organisational policies, procedures and relevant legislation (Quality Management System, Equal Opportunity, Health & Safety )

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### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

#### Employee

#### Manager

Name:

Signature:

Date: