## NATIONAL PROFILES FOR CHAPLAINS

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Job Title:

Chaptain Entry Level

1. Assists in the delivery and maintenance of a chaptaincy service

2. Undergoes training in order to acquire the expertise to work as a Job Statement:

Factor Relevant Job Information JE Level  1. Communication & Relationship  8. Relationship  8. Relationship  9. Stord, religious, spiritual support for patients/clients and the bereaved Level  2. Knowledge, Expertise within specialism underprined by theory  Fraining & Expertise divisions of a range of facts before advising staff, patients or cares on spiritual states and support to patients and clients  Fraining & Expertise within specialism underprined by theory  Fraining & Expertise within specialism underprined by theory  Fraining & Expertise within specialism underprined by theory  Fraining & Expertise within	<ol><li>Undergoes training in order to acquire the expertise to work as a healthcare chaplain</li></ol>		
1. Communication & Relationship & Relationship Skills	Factor		
B. Relationship   Skills   Pastoral, religious, spiritual support for patients/clients and the bereaved   Expertise within specialism underpinned by theory   Knowledge, Training & Expertise within specialism underpinned by theory   Knowledge of a range of religions and faiths plus hospital related chaplaincy procedural; acquired through degree or equivalent training   Sudgemental Skills   Range of facts or situations, requiring a comparison of a range of options   Spiritual issues   Plan and organise straightforward activities, some ongoing   Plans religious services, own workload, surveys, audits   Physical Skills   Physical skills   Physical skills   Physical skills   Obtained through practice   Word processor, keyboard use, driving skills   Physical skills obtained through practice   Vordie specialised advice in relation to care   Provide specialised advice in relation to care   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide sport of patients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients and clients   Provide spiritual and emotional support to patients   Provide spiritual and emotional support to patients   Provide spiritual and emotional provides   Provides spiritual and e			Level
Pastoral, religious, spiritual support for patients/olients and the bereaved	1. Communication	Providing and receiving complex, sensitive information; barriers to	4(a)
Pastoral, religious, spiritual support for patients/olients and the bereaved	& Relationship		-,,
Training & Knowledge of a range of religions and faiths plus hospital related chaplaincy procedural; acquired through degree or equivalent training 3. Analytical & Judgemental Skills    4. Planning & Comparison of a range of facts or situations, requiring a comparison of a range of options    5. Phaning & Plan and organise straightforward activities, some ongoing   Plans religious services, own workload, surveys, audits    5. Physical Skills    5. Physical Skills    6. Responsibility   Frovide specialised advice in relation to care   Provide specialised advice in relation to care   Provide specialised advice in relation to care   Follows Policies within own role, may be required to comment   Follows Chaplaincy policies    7. Responsibility   For Pinancial &   Physical Resources   9. Responsibility   For Financial &   Physical Resources   10. Responsibility   For Human   Resources   11. Responsibility   For Information   Resources   12. Record personally generated information   Updates client records   Participates in e.g. faith surveys    12. Freedom to Act   Clearly defined occupational policies, work is managed, rather than supervised   Works independently, decides when necessary to refer to manager   13. Physical Effort   14. Mental Effort   Frequent concentration predictable, work pattern predictable/ unpredictable   Concentration for pastoral support to patients, carers, daily devotions/ unpredictable   Concentration for pastoral support to patients, carers, daily devotions/ unpredictable   Concentration for pastoral support to patients, clients, carers, daily devotions/ unpredictable   Verbal aggression   14. Working   Occasional unpleasant working conditions   2(a)	Skills		
Experience   procedural; acquired through degree or equivalent training   3. Analytical & Range of facts or situations, requiring a comparison of a range of options   3. Analytical & Range of facts or situations, requiring a comparison of a range of options   3. Analytical & Range of facts or situations, requiring staff, patients or carers on spiritual issues   1. Applications   1. Applications   2. App	2. Knowledge,		5
Experience   procedural; acquired through degree or equivalent training   3. Analytical & Range of facts or situations, requiring a comparison of a range of options   3. Analytical & Range of facts or situations, requiring a comparison of a range of options   3. Analytical & Range of facts or situations, requiring staff, patients or carers on spiritual issues   1. Applications   1. Applications   2. App	Training &	Knowledge of a range of religions and faiths plus hospital related chaplaincy	
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Walking between work areas, some work in awkward positions  14. Mental Effort Frequent concentration predictable, work pattern predictable/ unpredictable Concentration for pastoral support to patients, clients, carers, daily devotions/ unpredictable work pattern due to unexpected deaths or situations  15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions  Verbal aggression  2(a)-3 (b)-3 (c)-3 (c)-3 (d)-3 (e)-3 (e)-	12 Dhysical Effort	Combination of citting, standing and walking	4
14. Mental Effort Frequent concentration predictable, work pattern predictable/ unpredictable Concentration for pastoral support to patients, clients, carers, daily devotions/ unpredictable work pattern due to unexpected deaths or situations  15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions  Verbal aggression  2(a)  4(b)	13. PHYSICAL EHOLL		
unpredictable Concentration for pastoral support to patients, clients, carers, daily devotions/ unpredictable work pattern due to unexpected deaths or situations  15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions Verbal aggression  (a)  (b)	14 Montal Effort		2/2/2
Concentration for pastoral support to patients, clients, carers, daily devotions/ unpredictable work pattern due to unexpected deaths or situations  15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions  Verbal aggression  Conditions  Conditions	14. Mental Ellort		
unpredictable work pattern due to unexpected deaths or situations  15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Conditions Occasional unpleasant working conditions Verbal aggression			(0)
15. Emotional Effort Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions  Verbal aggression  4(b)  2(a)			
Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions (2(a))  Verbal aggression	15 Emotional Effort		4(b)
bereavement, terminal illness, suicide  16. Working Occasional unpleasant working conditions Conditions Verbal aggression			1(0)
16. Working Occasional unpleasant working conditions 2(a)  Conditions Verbal aggression			
Conditions Verbal aggression	16. Working		2(a)
			-(0)
JE Score/Band JE Score: 333-338 Band 5			Band 5

Job Title:

Chaplain

Delivers and contributes to the development of a chaplaincy service
May supervise Assistant Chaplains; may provide specialist teaching Job Statement:

	<ol><li>May supervise Assistant Chaplains; may provide specialist teaching</li></ol>	
Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information agreement or co-operation required Pastoral, religious, spiritual support for distressed patients, clients and the bereaved	5(a)
2. Knowledge, Training & Experience	Specialist knowledge across range of procedures underpinned by theoretical knowledge Knowledge of a range of religions and faiths plus hospital related chaplaincy procedures; acquired through degree or equivalent training and experience	6
3. Analytical & Judgemental Skills	Complex facts or situations requiring analysis, interpretation comparison of a range of options  Comparison of a range of complex facts before advising staff, patients or carers on spiritual issues, analysis of complex multi-cultural issues	4
4. Planning & Organisational Skills	Plan and organise straightforward activities, some ongoing Plans religious services, own workload, surveys and audits	2
5. Physical Skills	Physical skills obtained through practice Word processor, keyboard use, driving skills	2
6. Responsibility for Patient/Client Care	Provide specialised advice relation to care Provide spiritual and emotional support to patients and clients	5(c)
7. Responsibility for Policy/Service Development	Implements policies and propose changes to practices, procedures for own area Implements chaplaincy service policies and comments on the development of new policies	2
8. Responsibility for Financial & Physical Resources	Handle cash; maintain stock control; authorised signatory, small payments Handles collections and donations; maintain chaplaincy supplies; authorise small payments	2(a) (c) (d)
9. Responsibility for Human Resources	Demonstrate own activities to new or less experienced employees/ day to day supervision/ delivers specialist teaching Demonstrates duties/ supervises Assistant Chaplains, volunteers/ provides specialist e.g. multi-faith teaching to other disciplines	1- 2(a)- 3(c)
10. Responsibility for Information Resources	Records personally generated information Updates client records	1
11. Responsibility for Research & Development	Undertake surveys or audits, as necessary to own work Participates in e.g. faith surveys	1
12. Freedom to Act	Clearly defined occupational policies, work is managed rather than supervised/ broad occupational policies Chaplaincy work is managed rather than supervised/ freedom to initiate action within chaplaincy procedures	3-4
13. Physical Effort	Combination of sitting, standing and walking Walking between work areas, some work in awkward positions	1
14. Mental Effort	Frequent concentration; work pattern unpredictable  Concentration for pastoral support to patients, clients, carers, daily devotions, unpredictable work pattern due to unexpected deaths or situations	3(a)
15. Emotional Effort	Frequent highly distressing or emotional circumstances Supporting patients, clients, relatives, staff in emotional circumstances e.g. bereavement, terminal illness, suicide	4(b)
16. Working Conditions	Occasional/frequent unpleasant working conditions Verbal aggression	2(a)- 3(a)
JE Score/Band	JE Score: 409-441	Band 6

Job Title:

Chaplain Team Manager

1. Develops and maintains a Chaplaincy service
2. Supervises/manages chaplains; may provide s Job Statement:

<ol><li>Supervises/manages chaplains; may provide specialist teaching</li></ol>			
Factor	Relevant Job Information	JE Level	
1. Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information; agreement or co-operation required Pastoral, religious, spiritual support for distressed patients, clients, carers and the bereaved	5 (a)	
2. Knowledge, Training & Experience	Specialist knowledge across range of procedures underpinned by theory Knowledge of a range of religions and faiths plus hospital related chaplaincy procedures; acquired through degree o equivalent training and experience	6	
3. Analytical & Judgemental Skills	Complex facts or situations requiring analysis, interpretation, comparison of a range of options  Comparison of a range of complex facts before advising staff, patients or carers on spiritual issues, analysis of complex multi-cultural issues	4	
4. Planning & Organisational Skills	Plan and organisation of complex activities or programmes, requiring formulation, adjustment Plans the chaplaincy service, organise trust-wide seminars for local clergy/faith leaders, plans team activities	3	
5. Physical Skills	Physical skills obtained through practice Word processor use, driving skills	2	
6. Responsibility for Patient/Client Care	Accountable for direct delivery of sub-division of a clinical, clinical technical or social care service  Delivers a trust wide chaplaincy service (treated as equivalent to a sub division of a service)	6 (d)	
7. Responsibility for Policy/Service Development	Propose policy or service changes, impact on own area Develops policies with wider impact e.g. bereavement	3	
8. Responsibility for Financial & Physical Resources	Authorised signatory; hold delegated budget Sign off travel expenses; holds delegated Chaplaincy budget	3 (a)/ 3 (d)	
9. Responsibility for Human Resources	Day to day supervision/ teach /deliver specialist training/ line management for single function or department Day to day management of chaplaincy staff; provides specialist teaching to other disciplines/ line manager for chaplaincy staff	3(a)(c)-4 (a)	
10. Responsibility for Information Resources	Record personally generated information Updates clients records	1	
11. Responsibility for Research & Development	Undertake surveys or audits, as necessary to own work Participates in e.g. faith surveys	1	
12. Freedom to Act	Broad occupational policies  Work independently, freedom to initiate action within organisational aims and objectives	4	
13. Physical Effort	Combination of sitting, standing and walking Walking between work areas, some work in awkward positions	1	
14. Mental Effort	Frequent concentration; work pattern unpredictable Concentration for pastoral support to patients, clients, carers, daily devotions, unpredictable working pattern due to unexpected deaths or when working in mental health units	3 (a)	
15. Emotional Effort	Frequent highly distressing or emotional circumstances Supporting relatives after a patient dies, after suicide or sudden death, dealing with relatives of patients	4 (b)	
16. Working Conditions	Occasional/frequent unpleasant working conditions Verbal aggression	2(a) /3 (a)	
JE Score/Band	JE Score 475-491	Band 7	