

EPISCOPAL COMMUNITY SERVICES (ECS)
JOB DESCRIPTION: ECS ACPE CPE™ MANAGER
AT the PASTORAL CARE CENTER AT ST MARK'S HOSPITAL

Job Summary: Under the supervision of the Director of Pastoral Care, the ACPE CPE Manager is responsible for planning, organizing, and implementing an accredited program of Clinical Pastoral Education that meets the Standards of the Association for Clinical Pastoral Education, Inc. (ACPE). The ACPE Certified Educator will coordinate with the management teams of Episcopal Community Services (ECS) and St. Mark's Hospital to assure ACPE student resources within the hospital and department are being used to maximize service excellence, organization integration, and educational objectives.

Required qualifications for this position include:

- Master of Divinity or equivalency
- Certification as ACPE Certified Educator or ACPE Associate Certified Educator
- Board Certification by the Board of Chaplaincy Certification, Inc, affiliated with the Association of Professional Chaplains (APC). If you are not Board Certified at time of hire, an eligibility timeline will be defined at time of hire and in according to the ECS Handbook guidelines.
- Ecclesiastical Endorsement for chaplaincy by a known faith body
- Excellent verbal and written communication skills
- Demonstrated leadership and program management skills related to defined tasks

Certified Educator Responsibilities:

- Coordinate with the Director to maintain the overall effectiveness and viability of ACPE programs according to the Standards of the Association for Clinical Pastoral Education.
- Supervise ACPE students and Certified Education Candidates, providing structured training and careful evaluations.
- Take primary responsibility for organizing and administering the ACPE program, including long-range planning, managing recruitment and selection of qualified ACPE students for each unit and developing relevant curriculum.
- Continuously monitor and maintain the learning environment to keep the program compliant with ACPE Standards for accreditation.
- Collaborate with the Director to integrate program evaluation with the PAG.
- Participate in sub-regional and regional ACPE Certified Educators' continuing education meetings.
- Serve on regional and/or National Committees and Commissions in the care and management of the ACPE organization and representing ECS as agreed upon by the Director.

Serve as a role model and professional mentor to residents and interns of a professional Chaplain in medical systems.

Providing Leadership and Training for ECS Chaplain Responsibilities as noted below:

1. Chaplains participate in delivering and arranging for appropriate pastoral care to patients/residents, their loved ones and, as appropriate, staff at locations as assigned by ECS.

Activities routinely include, but are not limited to the following:

- Advocacy for patients and their families during times of trauma
- Preparing patients for surgery or other procedures
- Providing resources for difficult family dynamics during trauma and hospital stays
- Providing guidance through grief, loss or difficult diagnoses
- Helping patients and their families to find meaning in illness
- Talking through treatment choices or goals of care
- Providing blessings, prayers and comfort from a patient's familiar spiritual tradition
- Working through patient, family and staff fear, anxiety or discouragement
- Providing assistance with Advanced Directives
- Responding to requests for pastoral care in a timely manner
- Participating in the meeting ritual and sacramental needs as requested
- Assisting in the coordination of clergy and pastoral visitors from the religious community as requested
- Share in rotation of on-call responsibilities as described in Appendix A

2. Support an interdisciplinary approach to pastoral care.

- Participate in department team meetings and rounds.
- Promote an open, respectful, collegial and fun working environment
- Promote an interdisciplinary approach to pastoral care among all chaplains.
- Participate in regular professional development activities.
- Serve or attend institutional committees as requested
- Promote an interdisciplinary approach to pastoral care among fellow chaplains
- In conjunction with department leadership, approaches conflicts tactfully, flexibly and diplomatically.
- Demonstrates ability to compromise, cooperate, collaborate and negotiate appropriately.
- Respects and welcomes diversity in team members' backgrounds and contributions.

3. Regulatory Environment

- Helps to maintain a safe work environment. Identifies and reports all safety-related issues to the Spiritual Care department leadership and other departments as appropriate.

- Complies with ECS and St. Mark's Hospital policies and procedures and ACPE Standards and Manuals for guidance.
- Responds appropriately to emergency situations and drills.
- Appropriately intervenes to address illegal/unethical/unprofessional practice of any member of the healthcare team.
- Assists in the interpretation and evaluation of ethical questions and moral situations in care delivery in order to insure the dignity and rights of patients.

Community Relations Responsibilities

Maintain and develop positive relationships with significant individuals and constituent groups in support of ECS, St. Mark's Hospital and the Pastoral Care Center at St. Mark's Hospital.

