

# Center for Spiritual Volunteer Saint Agnes Medical Center

**Review Date: July 2024**

**Approved: Manager, Volunteer Services**

<b>Objective:</b>	Assist the Department in Educating Patients and Creating Information Packets
<b>Hours:</b>	When Available
<b>Reporting to:</b>	Father Alfred Amos and Volunteer Services Manager
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates good verbal and written communication skills.</li> <li>▪ Extroverted, mature, positive, service-oriented individuals.</li> <li>▪ Confidentiality</li> <li>▪ Attend 13 weeks of classroom instruction &amp; 2 additional 4-hour shadowing with staff Chaplain or as scheduled.</li> <li>▪ Must be able to communicate clearly in English, bilingual skills a plus.</li> <li>▪ Willing to learn and develop skills.</li> <li>▪ Ability to work with detailed information and follow directions.</li> <li>▪ Physical ability to withstand long periods of walking and standing.</li> <li>▪ Demonstrate caring, compassion and sensitivity to others.</li> </ul>
<b>Training:</b>	As determined by Director of Center for Spiritual Care
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Understanding and following directions.</li> <li>▪ Working effectively with others.</li> <li>▪ Working with confidential documents and records</li> <li>▪ Continues education through attending quarterly meetings, annual activities and specialized ministry teams.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Notify Director of Spiritual Care and Volunteer Manager of any absences and/or schedule changes.</li> <li>▪ Sign in and sign out when reporting to and leaving volunteer assignment.</li> <li>▪ Possible activities include, but are not limited to:               <ul style="list-style-type: none"> <li>✓ Visits those patients on assigned floors</li> <li>✓ Ask patient if there are immediate spiritual needs. If so, communicates those to the staff chaplain- Using the appropriate referral form.</li> <li>✓ Make referrals to staff chaplains or priests as appropriate.</li> <li>✓ Eucharistic Ministers provide communication to Catholic patients as noted or requested.</li> <li>✓ Attends at least two continuing education events per year.</li> <li>✓ Abide by the Ethical Guidelines Agreement</li> </ul> </li> <li>▪ Other duties as determined.</li> </ul>