



Milford Care Centre

(Under the auspices of Little Company of Mary)

Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values:-

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

Job Description

Job Title:

Pastoral Care Worker

Reports To:

Principal Social Worker

Direct Reporting Relationships:

Director of Nursing, Therapy and Social Care Services

Working With:

Director / Assistant Directors of Nursing
Other Nurse Line Managers
Nursing Staff
Care Staff
NCHD's
Members of the Multidisciplinary Team

Job Summary:

Under the direction of the Head of Therapy and Social Care Services, the Pastoral Care Worker will be responsible for ensuring that services are provided to meet identified needs, in the overall context of the multi-disciplinary team. The pastoral care worker will facilitate, offer advice and support these processes at all times.

Principal Duties and Responsibilities:

Under the direction of the Head of Therapy and Social Care Services, the Pastoral Care Worker will have day to day responsibility for the Centre's pastoral care services provision with other members of the pastoral care team as follows:

Pastoral Care Duties

- The Pastoral Care worker must be committed to the development of Pastoral Care within Milford Care Centre and within the community.
- To ensure the protection of the patient/relative confidentiality and to establish and maintain an environment in which a relationship of trust is nurtured. The obligation of this trust is superseded only when the patient's well being is endangered whether by his/her vulnerability or by a situation outside the pastoral Care Worker's expertise where other professional help is needed, or where the Care Centre's policies would be compromised.
- To respect and operate within the framework of the traditions, character and ethics which govern the work of Pastoral Care and Palliative Care Services
- To respond to the spiritual needs of the patients and to ensure that respect for religious freedom and personal convictions is always maintained
- To carry out pastoral visitation in the Care Centre and community environments, providing accompaniment and pastoral counselling to patients their families and friends receiving specialist palliative care.
- The Pastoral Care Worker will work in close liaison with local clergy, fostering close co-operation and understanding with the wider churches and community. Develop links with other chaplains as a form of learning and support.
- To provide support and pastoral counselling for families of palliative care patients
- To provide continuity in pastoral care and counselling at the time of death, and offering guidance and support in funeral arrangements in conjunction with other relevant staff
- To function as a member of the multidisciplinary team, where referrals are processed through the team.
- To attend relevant team meetings, staff meeting, interdepartmental and other meetings
- To participate in activities within the service as may from time to time be requested, e.g. work of in service committees, project teams and policy development teams.

- To evaluate the service annually and submit monthly returns and an annual report along with pastoral care team members
- To keep up to date with patient needs and service developments
- To maintain files/records as appropriate in accordance with the Data Protection Act 1988(Amendment 2003), which confers rights to persons on whom, information is kept. These records are kept in safe place and only authorised persons have access to information.
- Planning and Organising Memorial Services, Masses.
- Notifying Chaplain if patient requests sacrament.
- ***A working knowledge of the General Data Protection Regulations (GDPR) as they apply to the post holder in the context of his/her work.***
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Educational Duties

- To work where appropriate with students on placement for experience in Pastoral Care and to maintain contact with their supervisors/mentors.
- To be involved in the education of staff, in-service and induction courses on an ongoing basis
- Contribute to the Accreditation Process through assisting with the writing of policies and adhering to best practice

Health and Safety

- To maintain a safe work environment in co-operation with the Centre Management Team and with reference to the Safety, Health and Welfare at Work Act, 2005
- To instruct assigned staff in safe working practices.
- To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- To be familiar with Milford Care Centre's policies, practices and procedures.
- To report immediately any accidents or incidents involving patients, staff or members of the public to the Head of Therapy and Social Care Services.
- To adhere to the policies laid down in the Safety, Health and Welfare at Work Act, 2005.

The extent and speed of change in the delivery of healthcare is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The job description must be regarded as an outline of the major areas of accountability at the present time which will be reviewed and assessed on an on-going basis.

This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.