

### General Information

Position Title:	School Chaplain		
Reports to:	Principal / Head of School: Day to day operations, staff leadership and direction Director of Mission: Monthly reporting, chaplaincy related skills and development, professional supervision		
Creation Date:	November 2016	Updated On:	August 2023
Division:	Education		

### Position Overview

The role of a Carinity School Chaplain is to provide social, emotional, and spiritual support to students, parents, and staff, supporting a quality Christian education model within a caring environment.

Chaplains provide support for a range of day-to-day matters affecting the school community, communicating effectively with a diverse group of people, and assisting students in finding solutions for social, emotional, and academic problems/barriers.

Carinity School Chaplains operate from a framework of Christian belief and personally model and own their faith position. They are committed to pastorally caring for and providing support to the school community via intentionally developing and integrating the Carinity EDU Chaplaincy framework.

### Organisational Guiding Purpose, Mission, Vision, and Values

#### Our Guiding Purpose:

*Following the example of Jesus Christ, we exist to reflect God's love to people in need.*

#### Our Mission:

*Driven by our Christian values, we provide high quality care and services, making a real difference to people in need.*

#### Our Vision:

*Creating communities where people are loved, accepted, and supported to reach their full potential.*

#### Values:

- **Compassion** – We reflect God's love by caring for others with kindness, patience and empathy
- **Respect** – We value relationships, treating others the way we want to be treated
- **Excellence** – We strive to provide outstanding person centred care and services
- **Accountability** – We take responsibility for our decisions, behaviours and actions
- **Team Work** - We work together to achieve the best outcomes for our clients
- **Engaging Positively** – We each contribute to the creation of a caring welcoming and inclusive workplace culture

### Key Selection Criteria

- Ability to work within the Christian ethos and framework of Carinity and demonstrated commitment and passion to support a quality education experience for disadvantaged youth
- Demonstrated experience in School Chaplaincy, pastoral counselling, or other relevant experience, preferably within a school environment and/or providing counselling/support services to marginalised adolescent youth, particularly those dealing with family breakdown, abuse, neglect, substance abuse or self-harm
- Certificate IV in Chaplaincy and Pastoral Care or equivalent, including mandatory units of completion in Mental Health, Making Appropriate Referrals, and either Providing Pastoral Care or Working with Youth
- Current Blue Card and Driver's Licence
- Demonstrated knowledge and skills in the use of Microsoft Office Suite, including Word, Excel, Publisher, and Outlook
- Skilled in conflict resolution, analytical thinking, collaborative decision-making and effective time management, coupled with the ability to empathise with students and their circumstances, whilst providing services that address their individual needs, demonstrating compassion and respect
- Ability to develop and maintain positive relationships with internal and external stakeholders. This includes community service providers, government departments and families within the community and working as a part of a multidisciplinary team, supporting the philosophy and Guiding Purpose of Carinity Education
- Highly developed written, verbal, and interpersonal skills, with the ability to relate to all students, teachers, support staff, management, parents, and families within the school community and keep accurate records

### Desirable Competencies and Experiences

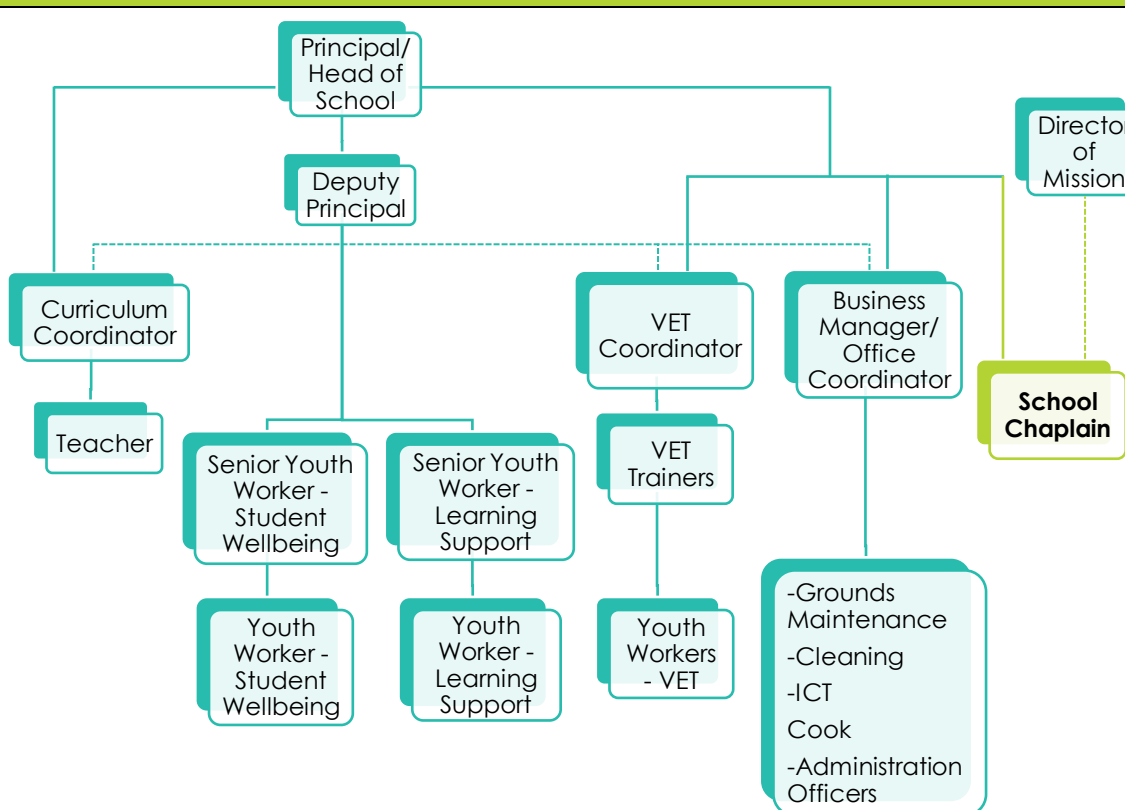
- Knowledge of policies and practices within education
- Senior First Aid Certificate including CPR
- Qualification/s in Counselling, Social Work, or similar relevant discipline
- LR Driver's License (buses)

### Key Communications

<b>Internal Contacts</b>	<ul style="list-style-type: none"><li>• Principal / Head of School – receive supervision, direction, discussion and approvals, information sharing, attending to requests</li><li>• Director of Mission – receive professional supervision and guidance</li><li>• Teaching and Support Staff – provision of support and encouragement, discussion of student supports, actioning referrals of students for pastoral counselling/support</li><li>• Administration Staff – information sharing, receiving administrative support/assistance as required</li><li>• Student Wellbeing Team – collaboration on student support/progress, referral of students, support in organisation of extra- curricular activities</li><li>• Behavioural Support Committee – participation in discussion of student behaviour and implementation of supportive strategies as required</li></ul>
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	<ul style="list-style-type: none"> <li>• Students – build positive rapport and understanding, communication support as required</li> </ul>
<b>External Contacts</b>	<ul style="list-style-type: none"> <li>• Parents/Carers of Students – pastoral care information, demonstrate compassion to distressing family situations, provision of support as necessary</li> <li>• Professional Counsellors/Psychologists/Medical Practitioners – student referrals, networking relationships</li> <li>• Local Churches – connecting students to local church activities/youth groups, support and encouragement</li> <li>• Program volunteers</li> <li>• Referral Agencies (e.g. Youth Justice, Police, Dept Child Safety, community service providers) – development of collaborative relationships, liaison with representatives for referrals, information and support</li> </ul>

### Organisation Position Chart



**Please note:** Reporting lines, revert up to the next position, where a position has not been appointed in the school. For example, in the absence of a Senior Youth Worker, the Youth Workers will report directly to the Deputy Principal and in the absence of Deputy Principal, the Principal.

## Key Performance Areas

1. Commitment to the Christian ethos of the organisation
2. Pastoral care of students and staff
3. Organisation of events/student activities
4. School community support
5. Organisational mission and values
6. Develop and maintain a safe and secure environment

Key Performance Area	Expected Performance Outcomes
<b>Commitment to the Christian ethos of the organisation</b>	<ul style="list-style-type: none"> <li>• Christian ministry of the school is supported at all times</li> <li>• Assistance and support is given to students and at risk youth within the school community</li> <li>• Personal behaviour and conduct does not detract from the Christian ethos of the organisation</li> </ul>
<b>Pastoral care of students and staff</b>	<ul style="list-style-type: none"> <li>• Provision of pastoral counselling/support services to students, addressing spiritual, social and emotional issues, including family breakdown, abuse, neglect, self-harm and other issues experienced by adolescent youth</li> <li>• Provision of personal/pastoral counselling support to students and parents/carers in crisis, such as illness, bereavement, and family breakdown</li> <li>• Communication with parents/carers on matters of student welfare and progress</li> <li>• Visitations of students, parents/families as required</li> <li>• Level of risk for students and/or families is monitored, with appropriate referrals made for professional support</li> <li>• Pastoral care and support provided to all staff in dealing with student issues and personal events as required</li> <li>• Assistance is given with special needs and behaviour support programs, in support of staff</li> <li>• Biblical teachings are translated and explained to seeking students in a meaningful, appropriate manner</li> <li>• Services of worship, bible studies and prayer meetings are conducted as required or as needs arise</li> <li>• Act as a positive role model for students, mentoring and offering personal chaplaincy support as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Accurate records of student progress are maintained, producing written reports in accordance with internal and external reporting requirements</li> <li>• Input and modification to Individual Education Plans in collaboration with teaching and/or support staff</li> <li>• Confidentiality of all student information is maintained through accurate and secure filing systems</li> <li>• Assistance is given in the planning of school camps, excursions, graduations and other events, encouraging attendance and participation</li> </ul>
<p><b>Organisation of events/student activities</b></p>	<ul style="list-style-type: none"> <li>• Participation in school assemblies, including public prayer and assistance with student behaviour as appropriate</li> <li>• Lunchtime groups and other activities with voluntary student participation is organised and encouraged</li> <li>• Assistance is given in organisation of personal development programs for students</li> <li>• Facilitation of Christian activities on and off school campus with interested students (parent/carer permission required)</li> <li>• Administrative duties associated with organisation of events/activities is performed, including approvals, permission forms and attendance lists</li> <li>• Coordination and liaise with relevant volunteers contributing to chaplaincy services within the school</li> </ul>
<p><b>School community support</b></p>	<ul style="list-style-type: none"> <li>• Participation in social and welfare activities of the school community, counselling and encouraging others to be aware of their social responsibilities</li> <li>• Collaboration with Behaviour Support Workers and Youth Workers regarding student support, classroom assistance as required</li> <li>• Emergency support with school bus runs when no other staff member is available</li> <li>• Attendance and participation in school staff meetings, ensuring collaboration in discussing current/future issues within the school environment</li> <li>• Collaboration with other professionals and service providers e.g., medical practitioners, psychologists, social workers to achieve outcomes for students</li> </ul>

	<ul style="list-style-type: none"> <li>Community networks and established relationships are maintained with Youth Justice, Police, family services and other community providers for student referrals</li> </ul>
<b>Organisational mission and values</b>	<ul style="list-style-type: none"> <li>Behaviour consistent with the Mission and Values is actively communicated through words, actions and decisions at all times</li> <li>Demonstrate behaviour and attitudes that support the Christian ethos of the organisation</li> </ul>
<b>Develop and maintain a safe and secure environment</b>	<ul style="list-style-type: none"> <li>Reporting of hazards and incidents, ensuring a safe working environment for clients, staff, visitors, and the community</li> <li>Compliance with all Workplace Health &amp; Safety instructions is achieved, working in a safe manner at all times</li> <li>All fire, security and infection control OHS legislation requirements are met</li> </ul>

#### Other Duties

- Other duties as directed by the Principal/Head of School
- Attendance at school functions, activities, or events outside of school hours as required

#### Ethos Statement

As an outreach of Queensland Baptists, Carinity expects employee behaviour to demonstrate empathy and support for its Mission, Vision, Guiding Purpose, and Values which are an expression of our Christian faith

#### Acknowledgment

I acknowledge that I have read and understood the key performance areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records. *(Only to be signed by the successful candidate or position holder – not to be signed by applicants for the position)*

#### Employee

Name:			
Signature:		Date:	

#### Principal

Name:			
Signature:		Date:	