



1515, rue Pleasant View  
Sherbrooke, QC J1M 0C6  
(819) 569-0546 | gracevillage.ca

## Pastoral Care Coordinator

**Reporting to:** Executive Director and Pastoral Care Committee  
**Hours of work:** Part time, 20 – 30 hours a week, flexible with evenings and weekends according to resident and employee needs.  
**Salary range:** \$18 to \$23/ Hour

Grace Village gives witness to the truth that Jesus Christ is the foundation and the heart of our community. Central to this vibrant and resident focused home is a vision that all participants in our community are uniquely created in the image of God. This commitment is expressed and realized in the Board's Mission *"To provide Excellent, Loving and Compassionate Care to seniors in our community."*

### Description of the Role:

The Pastoral Care Coordinator will develop, implement and oversee the pastoral/spiritual wellness of residents, employees and families. This includes developing programs that can include participation of members of our larger community.

### Responsibilities:

1. Ensures the delivery of pastoral/spiritual care to residents, their loved ones, and employees.
  - a. Actively participates in the development, delivery and evaluation of pastoral/spiritual care services.
  - b. Maintains and participates in a visible pastoral presence providing a listening ear and counsel as needed.
  - c. Participates in the admission orientation process of new residents and their family members.
  - d. Ensures a process is in place for requests for pastoral/spiritual care and that requests are responded to in a timely manner.
  - e. Will teach seminars, supervise volunteers, provide clinical/spiritual/ pastoral education, oversee seminary field education, and be a pastoral/spiritual care resource for others within Grace Village and the community.
2. Promotes and coordinates pastoral visitors and volunteers from the Christian community.
  - a. Visit local Christian churches and organizations to promote Grace Village's vision and to encourage participation in pastoral care and the mission of the home.
  - b. Ensures that appropriate worship and mentoring (i.e., interdenominational church services, bible studies, prayer meetings etc.) opportunities are provided and coordinated with Recreational services.
  - c. Provides orientation to policies and procedures as necessary
  - d. Provides resources and connects residents with pastoral visitors.
  - e. Provides liaison with institutional personnel
3. Supervises and facilitates the work of those delivering pastoral/spiritual care,
  - a. Provides orientation and training according to institutional standards.
  - b. Conducts yearly performance reviews, as appropriate.
  - c. Monitors days away and ensures adequate pastoral care coverage.

4. Supports an interdisciplinary holistic approach to pastoral/spiritual care.
  - a. With the Leadership team promotes healthy team dynamics, enhancing an interdisciplinary holistic approach.
  - b. Promotes pastoral/spiritual care as a member of the interdisciplinary team .
  - c. Provides liaison to all departments, resident families and volunteers, etc.
  - d. Provides orientation to pastoral/spiritual care to all departments/teams.
  - e. Keeps records of pastoral/spiritual activities to communicate within the team context and administration.
  - f. Participates in Grace Village plan for continuous quality improvement.
  - g. Reports to the Pastoral Care Committee, supplies reports and attends meetings when requested.
  - h. Participates in regular professional development activities and supervision.

**Requirements, Skills and Abilities:**

- Diploma or University degree in Pastoral Care, Ordained minister, Theology degree , Social Work or related field.
- Two years or more full time Pastoral experience in a Long-Term Care Facility is preferred.
- Training with experience in gerontology, counseling, and/or pastoral care is an asset.
- Demonstrate family, group and crisis intervention counseling skills.
- Outstanding listening skills and strong communication skills in English and French.
- Should demonstrate kindness, compassion, patience and tactfulness in carrying out work
- Able to maintain a position of trust and confidentiality.
- Must have good organizational and documentation skills when maintaining accurate and updated information and files.
- Must possess computer skills (word processing, spreadsheet, and databases).
- Ability to work independently as well as in a team-oriented environment.
- Willingness and ability to work flexible hours including evenings and weekends to oversee the Pastoral/spiritual care of our residents.

Our mission is to provide Excellent, Loving and Compassionate Care to seniors in our community. If you would like to join our team, please submit your CV to Grace Village for consideration to [rh@masscom.ca](mailto:rh@masscom.ca).

We thank all those who apply, however only those selected for an interview will be contacted. Grace Village applies an equal access to employment program.