



Health and Spiritual Wellness Coordinator Job Description

JOB TITLE: Health and Spiritual Wellness Coordinator

HOURS: 24 hours a week

SUPERVISOR: Minister, Duncan United Church

Duncan United Church is a place of community worship and outreach. It is a place where 'all are welcome', meaning we are inclusive. We aim to seek justice, walk humbly and act with kindness.

GENERAL JOB DESCRIPTION

This position supports the physical and spiritual wellness of the congregation of Duncan United Church by working with and supporting volunteer teams and by working directly with and supporting congregation members and their families. Working collaboratively with the Minister and other staff members also, is essential to supporting the congregation's needs.

MAJOR DUTIES AND RESPONSIBILITIES

- Seeking to bring a healing presence into each ministry situation.
- Discussing and advocating and supporting those dealing with health concerns and problems and providing a caring place to share and be heard.
- Referring to community support services as appropriate and acting as a liaison when necessary.
- Providing guidance and support for families and care givers, whether ill members are at home or care facilities.
- Facilitating education regarding health-related issues relevant to the congregation's needs.
- Always ensuring appropriate confidentiality and standards of care in all professional activities.
- Recruiting, screening, training, and supporting Pastoral Care Team volunteers to provide visitation and pastoral care, support, including hospital, extended care facilities and home visits. Working with other staff to ensure those in need of Pastoral Care visitation are appropriately matched and supported.
- Delivering pastoral care programs with the Pastoral Care Team volunteers.

DUNCAN UNITED CHURCH



MINOR DUTIES AND RESPONSIBILITIES

- Organizing meetings and/or events as necessary, that ensure the continuing spiritual growth and development of volunteers.
- Ensuring new families and other individuals are welcomed, and other staff are made aware of their presence.
- Preparing annual program budgets and reports for the congregation.
- Being aware of and following current policies and practices of the United Church of Canada and communicating these as necessary.
- Attending and participating in meetings as appropriate, including staff meetings and the Unified Board, as well as external meetings.
- Coordinating volunteer work and maintaining appropriate records.
- Carrying out other administrative duties as required to achieve assigned responsibilities.

QUALIFICATIONS

Education:

Education and training in health, spiritual wellness, and working with volunteers.

Experience:

Coordinating volunteer work and supporting volunteers.

A minimum of five years in health- related work, including but not limited to pastoral care, hospice, home care and/or other relevant experience to supporting the congregational needs at Duncan United Church.

Other:

The candidate need not be a member of the United Church of Canada, nor of Duncan United Church. However, because this lay employee position undertakes ministry tasks, it is designated by the United Church of Canada as a Congregational Designated Minister (CDM). As such, the CDM must be a baptized person. This position will uphold all current policies of the United Church of Canada.

A team-oriented person who can be present in situations and for people, while supporting diverse congregational needs and individual styles.

The staff position needs to hold a valid Driver's License and have access to a vehicle.

DUNCAN UNITED CHURCH



KEY COMPETENCIES

Skilled facilitation, advocacy and resource management are necessary to the job. Familiarity with computer programs, data bases and record keeping are necessary. Active listening and analytical skills are also required.

Signature Approved By:

Date Approved:

Date Last Reviewed:

Last Reviewed By:
