

Position Description

Position Title	Spiritual Care Practitioner
Position Number	30101294
Division	Clinical Operations
Department	Spiritual Care
Enterprise Agreement	Health and Allied, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3-HS25
Reports to	Manager, Spiritual Care
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Certified membership of Spiritual Care Australia (or General member with certification in progress) • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This position is equivalent to the responsibilities of a Level 2 role within the Spiritual Care Australia Credentialing Framework.

Practitioners at this level:

- Work independently and exercise judgment in routine cases.
- Contribute to quality improvement processes and research activities.
- Contribute to review of service guidelines and procedures.
- Contribute to professional development initiatives.
- Provide advice to graduate (Level 1) practitioners, students and volunteers regarding routine service matters.
- May require supervision when involved with complex cases.

Responsibilities and Accountabilities

Spiritual Care practitioner will work independently in routine cases and identifies appropriate pathways in responding to complex spiritual needs.

Key Responsibilities

Domain 1. Provision of Care: Participates in the planning, delivery and management of evidence-based patient or client care

This position will:

- Provide direct spiritual and Spiritual services to patients, family and staff through visitation and attention to referrals at Bendigo Health facilities during a regular shift.
- Maintain contacts with Spiritual Care team and faith communities and make provision for appropriate Spiritual Care contact as requested by patients/staff/families.
- Ensure that sacramental ministry, prayer, worship and rituals are accessible in ways appropriate to the hospital environment.
- Assist in improving staff understanding of Spiritual care, facilitating access for patients, and promotion of the service
- Respond to staff needs in the instance of the death of a member of staff. In the event of a staff death where the Manager of Spiritual care is unavailable, the Spiritual Care Practitioner will be required to manage the BH response in accordance with Spiritual Care department processes.

Domain 2. Collaborative Care: Builds and maintains effective working relationships and works in partnership with others

- Develop a professional relationship with the Director of Volunteer Services and other Community Links staff
- Develop a professional relationship with managers and services across Bendigo Health
- Develop a professional relationship with Mental Health Spiritual Care Practitioner
- Participate in meetings or departmental events as required
- Participate in an annual performance review
- Support of the Spiritual Care department's projects and events

Domain 3. Health values: Recognises the complexity of health and healthcare systems and engages in processes and activities that promote safe, quality, effective services for all

- Provide a Spiritual presence within Bendigo Health
- Comply with reporting requirements

Domain 4. Professional integrity: Acts in accordance with professional, ethical and legal standards

- Comply with the Code of Conduct for Victorian Government Public Sector employees, the Spiritual Care Australia Code of Conduct and Standards of Practice.

Domain 5. Professional development: Maintains and extends professional competence and contributes to the learning and development of others

- Participate in networking and educational opportunities
- Provide ad hoc educational opportunities for Bendigo Health staff which enhance the provision of Spiritual care
- Maintain and develop one's professional knowledge and current and emerging trends in Spiritual Care.

Key Selection Criteria

Essential

1. Qualifications: A tertiary qualification in Spiritual/Pastoral care, theology or another relevant field and/or satisfactory completion of a unit of Clinical Pastoral Education or equivalent studies, with awareness and knowledge of pastoral/spiritual care trends, issues and systems.
2. Certificates and Registrations: Level 2 Credentialed membership of Spiritual Care Australia. (or General SCA Member with Credentialing in process and due to be finalised by 31 Dec 2025)
3. Specialist Expertise and Knowledge: Demonstrated Pastoral/ Spiritual care experience, preferably in a health care service, with the ability to assess and respond appropriately to Spiritual Care needs or refer for specific religious needs.
4. Skills and Abilities: Advanced verbal and written communication skills including computer skills using Microsoft Office suite with ability to learn hospital based IT systems.
5. Personal Qualities: Confident, adaptable, creative, culturally aware, positive, eager to learn, able to work in a team including volunteers and students.
6. Personal Qualities: Good standing in a faith community and/or demonstrated personal spiritual journey, and regular reflective spiritual practice.

Desirable

7. Skills and Abilities: Familiarity with the Bendigo Health Electronic Patient Record for managing referrals and creating chart notes on patient interactions

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.