**CLERGY HEALTH CARE COORDINATOR**

**POSITION DESCRIPTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION TITLE:**

Clergy Health Care Coordinator

**REPORTS TO:**

Priest delegate from the Clergy Trust Fund

**ROLE:**

This position will coordinate on behalf of the Bishop the health care of Diocesan priests to ensure their medical welfare and general well-being is supported.

The Coordinator will have the ability to relate to priests in a friendly way, yet firm in helping them in their medical care and general well-being, including a review of living conditions.

The clergy of the Diocese are responsible for their own health care. The reality is that some will be adequately cared for and others not so. Particularly as priests get older the Bishop wishes to ensure that priests are receiving the health care that is required for their own situation.

**KEY TASKS:**

|  |  |
| --- | --- |
| Key Result Area | Outcome |
| Organise an initial visit of priests | * To develop a good rapport with priests. |
|  | * To review the comprehensive list of priests to be visited or to meet, which includes: * Diocesan priests including priests incardinated in other dioceses who serve in the Christchurch Diocese. (i.e. excludes priests who are part of a religious order). * Diocesan priests who live alone in their retirement and those who are residing in rest homes. * Diocesan bishop. |
|  | * Identify priests who may be ‘high risk’ (for example retired priests who live by themselves) and prioritise them for a visit. |
|  | * Meet with the priority priests with the purpose of connecting with each one in a safe environment. |
|  | * Visit / meet each priest and make a thorough assessment including: * Identify a priest’s existing health conditions and any current treatment. * Identify any particular needs they have. * Gain an overview of a priest’s medical history. * Ascertain a list of current medications. * Ensure that each priest currently has a doctor. * Identify when a priest last visited a doctor. * Make recommendations and give counsel to the priest about health care. |
|  | * Maintain and update existing clergy computerised files |
|  |  |
| Ongoing visits of priests | * Ascertain any outstanding health needs. |
|  | * Arrange for identified needs to be met by local services or by appropriate referral to local agencies. |
|  | * Assist in the completion of medical and welfare documentation. |
|  | * At the conclusion of each visit, arrange a follow-up meeting time, which will involve at least an annual visit. |
|  | * In an emergency or urgent situation notify the Director of the Bishop’s Pastoral Office, a trustee of the CTF or the Bishop. |
|  |  |
| Following the visit | * Make recommendations to the Director of the Bishop’s Pastoral Office, or a trustee of the CTF as required |
|  | * To be available for advice by telephone or email so priests can make contact about health matters. |
|  | * Meet with the Director of the Bishop’s Pastoral Office and a trustee of the CTF every three months. |
| Administration | * Update documentation following each visit. |
|  | * Records should be kept in a secure location. |
|  | * A timesheet is to be completed each fortnight for approval and payment by the CTF Administration Secretary. |
|  | * Liaise with health care coordinators from other dioceses in Aotearoa, for mutual sharing of experience. |
|  | * Liaise with health care coordinators within the diocese who have similar roles. |
|  |  |
| Confidentiality | * A professional relationship exists between the Health Coordinator and each priest. Discretion and confidentiality with each priest are required, but given the Bishop’s responsibility for his priests, personal information must be available to him if necessary. |

**Other requirements:**

Appointment to this position is subject to the police vetting process.

A full driver’s license is required.

A New Zealand annual practicing certificate including maintaining ongoing education requirements.

Complete Safeguarding workshop and induction

**Hours of Work:**

This is a part time position. The employee can work a maximum of 30 hours per fortnight.

**Review:**

There will be an initial review 3 months after the appointee begins to ensure the appointee and the role are meeting the needs effectively.

A performance review will be undertaken every 12 months.

**Mileage:**

The role is Christchurch-based.

The Coordinator is expected to provide his / her own car for travel within the greater Christchurch area. Where mileage is incurred, this will be reimbursed at the agreed Diocesan rate. For travel outside the greater Christchurch area a diocesan vehicle is to be used unless otherwise agreed with a trustee of the CTF.

**Person Specification:**

The person who fills this role will have an understanding and respect for the Catholic Church, the ministry of priesthood and priests. The role requires a Catholic understanding of health care and ethics.

**Experience and Skills:**

* Experience within the health-care sector including aged care
* New Zealand registered nurse practicing certificate
* Ability to document relevant health information and communicate to those who will implement it
* Well-developed listening skills
* Ability to relate well to all people especially having an affinity to the elderly
* Ability to liaise professionally with health-care professionals and others
* A clear communicator
* Excellent time management skills
* Ability to keep confidentiality in accordance with the Privacy Act 2020 and act in accord with other relevant Government Legislation
* A pleasant and relaxed personality
* Computer literacy and record-keeping abilities
* Ability to work autonomously
* Knowledge of current assessment processes and community care options

**Relationships:**

* Bishop of the Diocese of Christchurch
* CTF trustees and the CTF administration secretary
* Director – Bishop’s Pastoral Office
* Priests of the Diocese

*Updated – June 2024*