



Pastoral Care Practitioner

- **Ongoing Part time position available**
- **5 Hours per week**
- **Values Based Organisation**
- **Salary Packaging & extra paid Leave benefits**
- **Hopkins Correctional Centre, Ararat**

CatholicCare's mission is to build "life to the full" for families and communities, in all their diversity.

We are currently seeking a Pastoral Care Practitioner to be an integral part of the Chaplaincy and Pastoral Care Team contributing to high quality pastoral care practice for prisoners, to prisoners' families to ex-prisoners and to staff within the Prison. The incumbent will be required to respond effectively to the diverse spiritual and religious needs of prisoners, the prisoner's families, to ex-prisoners and staff, particularly during times of parole hearings and the accompanying emotional challenges that come with this.

CatholicCare requires the successful applicant be anchored in the ethos of the Catholic Church and informed by Catholic Social Teaching and its strong emphasis on the inherent dignity of the person.

Reporting to the Prison Ministry Director, this role will be involved in but not limited to:

- Providing Pastoral Support to the prisoners and to their families
- Attending to Special Services – Christmas, Memorial Services and Easter
- The participation in Social Justice Programs and initiatives
- Overseeing the volunteers program
- Working in collaboration with key stakeholders
- Maintaining quality records, as required

As the successful applicant you will possess:

- Listening skills, being a supportive and enabling presence, ability to provide spiritual and emotional support, liaising with other service providers.
- A well-developed sense of personal spiritual identity with the capacity to nourish self and others.
- A sense of self-awareness generating a capacity for empathy.
- Appropriate self-care and a sense of boundaries.
- An understanding of loss and grief issues.
- Ability to adapt to a different culture and to grow in jail culture awareness
- Ability to empower others and to foster self-worth.
- Progress towards a theology and pastoral care qualification, which would need to have included studies in theology.
- Preferably some experience with communities in the welfare or corrections sector.
- An opportunity for people currently studying.

For a detailed position description, go to: <http://www.ccam.org.au/page/58/careers>. Applications can be emailed to recruitment@ccam.org.au with the job title in the subject line, a cover letter explaining your experience in-line with the position description, and your resume. For more information please contact Sister Mary O'Shannassy on 0408 571 299.

CatholicCare has PBI tax status, and the salary can be packaged to the benefit of the incumbent.

CatholicCare is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process.



POSITION DESCRIPTION

Position title:	Pastoral Care Practitioner
Time fraction	Part Time
Position holder:	
Position reports to:	Prison Ministry Director
Program:	Pastoral Services
Location:	Hopkins Correctional Centre, Ararat

MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

“I have come so that you may have life and have it to the full”

{John 10:10}

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

POSITION PURPOSE

This position seeks to be an integral part of the pastoral care team, contributing to the high quality of pastoral care practice for prisoners, to prisoners' families, to ex-prisoners and to staff within the Prison. The incumbent will be required to respond effectively to the diverse spiritual and religious needs of the prisoners, the prisoners' families, to ex-prisoners and staff.

POSITION ACCOUNTABILITIES

NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.

- Work as a member of the Catholic Prison Ministry Victoria Chaplaincy Team.
- Provide spiritual and pastoral care to prisoners, to prisoners' families, to ex-prisoners and to staff within the prison/s to which the Chaplain is appointed.
- Conduct and/or attend (support) religious services, including the major Feasts of Easter and Christmas.
- Be an advocate for prisoners when necessary, both within the prison system and in the public arena.
- Assess prisoners for, and provide, where appropriate, material aid to themselves/families.
- Make appropriate referrals for material aid where necessary.
- Work as a member of the inter-faith Chaplaincy team to provide comprehensive chaplaincy service to all prisoners.
- Liaise with other organisations providing care e.g. St. Vincent de Paul, VACRO, ACSO, Brosnan Centre, Heads of Churches Chaplains' Advisory Committee, Groups within prison, Department of Justice, Corrections Victoria, Victims of Crime, National Secretaries of Catholic Prison Ministries.

- Attend meetings relevant to Chaplaincy within the prison e.g. Programs Meetings, Chaplains Meetings.
- Support, co-ordinate and/or assist Catholic Prison Ministry Chaplaincy Team Worship and Hospitality Groups within the prison and those who attend the Melbourne Custody Centre.
- Prepare quarterly reports for the Director of Catholic Prison Ministry.
- Attend relevant programs/ongoing formation for personal, spiritual and educational growth.
- Support initiatives of those who are promoting alternatives to incarceration of offenders.
- Promote the development and understanding of Restorative Justice.
- Time sheets and prison statistics completed as required.

KEY SELECTION CRITERIA

Qualifications

- Progress towards Clinical Pastoral Education or equivalent supervised pastoral education or equivalent supervised pastoral education.
- Progress towards a theology and pastoral care qualification, and preferably a Bachelor's degree in theology, or other relevant degree, which would need to have included studies in theology.

Experience

- Demonstrated understanding of the philosophy of pastoral care and the ability to apply that philosophy in the provision of pastoral services which combines a knowledge of faith development, grief theory and mental health issues.
- Well-developed interpersonal skills so as to be able to relate well and work with a diverse range of circumstances with sensitivity to cultural and religious differences.
- Have well developed skills in the practice of self-care and ethical decision-making.
- Contributions and involvement in Parish communities.
- Demonstrated administration ability for accurate computer data entry.
- Ability to contribute to the planning and facilitation of liturgical and non-liturgical services for residents, families and staff.
- A capacity and willingness to represent Chaplaincy on behalf of CatholicCare
- An opportunity for people currently studying

Competencies

- Listening skills, being a supportive and enabling presence, ability to provide spiritual and emotional support, liaising with other service providers.
- A well-developed sense of personal spiritual identity with the capacity to nourish self and others.
- A sense of self-awareness generating a capacity for empathy.
- Appropriate self-care and a sense of boundaries.
- An understanding of loss and grief issues.
- Ability to adapt to a different culture and to grow in jail culture awareness
- Ability to empower others and to foster self-worth.
- Ability to be able to communicate both verbally and non-verbally.
- Ability to disseminate written information which respects confidentiality to enable effective pastoral practice.

Personal qualities and attributes

- A practicing member of the Catholic Church. A strong commitment to the teachings and practices of the Catholic faith.
- Commitment to and skills in promoting innovation and continuous improvement
- Comfortable working within the values and mission of CatholicCare
- Ability to work effectively in, and contribute to, a positive and productive team environment
- Commitment to the values of CatholicCare

Other requirements

- A Victorian Driver License
- A current Australia Wide Police Check
- A current Police Check assessment, and International Police check (if you have lived overseas for 12 months continuously in the past 10 years).
- A current Working with Children Card
- Provision of at least three referees, one of whom must be a Catholic priest where you have had an association within the last five years. The other two referees should be people with whom you have worked within the last five years.

JOB SCOPE

Roles reporting to this position:	<ul style="list-style-type: none">• NA
Key stakeholders – internal:	<ul style="list-style-type: none">• Senior Manager, Pastoral Services – CatholicCare, Director, Catholic Prison Ministry Victoria, Chaplaincy Team Members
Key stakeholders – external:	<ul style="list-style-type: none">• Multi faith Chaplains, St. Vincent de Paul, VACRO, ACSO, Brosnan Centre, Heads of Churches Chaplains' Advisory Committee, Groups within prison, Department of Justice, Corrections Victoria, Victims of Crime, National Secretaries of Catholic Prison Ministries.
Budgetary accountability:	<ul style="list-style-type: none">• NA
Confidentiality of information:	<ul style="list-style-type: none">• High

JOB CONDITIONS

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.

SIGNATURES

Employee:	Date:
Senior Manager/Director:	Date:
Director Human Resources:	Date: