

## JOB DESCRIPTION

| <b>Job Details</b>      |   |
|-------------------------|---|
| <b>Job Title:</b>       | Spiritual Support Assistant                 |
| <b>Band:</b>            | Band 4                                      |
| <b>Department:</b>      | Family Support Services                     |
| <b>Directorate:</b>     | Patient and Family Services                 |
| <b>Reporting to:</b>    | Spiritual Support lead                      |
| <b>Responsible for:</b> | Spiritual Support Volunteers                |
| <b>Location</b>         | Winsley based, but also covering community. |

### **Job Summary / Main Purpose:**

- Deputising to the Spiritual Support Lead, you will provide spiritual and pastoral support to patients, families and staff at Dorothy House. Covering the duties and responsibilities of the Spiritual Support Lead in their absence.
- Working alongside the Spiritual Support Lead to develop the provision of spiritual support services for Dorothy House Hospice Care.
- To work with the wider, diverse community to develop spiritual support in accordance with the Dorothy House overall strategy and an ABCD (Asset-Based Community Development) approach.
- You will regularly demonstrate being grounded in your own spiritual beliefs and demonstrate openness and respect for all faith and non-faith traditions.

### **Principal Duties and Responsibilities**

- To co-ordinate the provision of spiritual support to patients, families, staff and volunteers within the Dorothy House community.
- Offer 1:1 and group based spiritual support to patients, families, staff and volunteers within the Dorothy House community. Being on call as required.
- Provide expert advice to the Multi-disciplinary team (MDT) on the In Patient Unit, Day Patient Services and in the community.
- In the Spiritual Support Lead's absence, support and guide the direct work of our Spiritual Support Volunteers.

- Ensure that spiritual support at Dorothy House is person-centred, working with and supporting the individual's own religious belief or spirituality: whether faith or non-faith based.
- Be responsible for The Beacon, its layout and use.
- Work with faith based, secular groups and other key stakeholders to develop awareness and understanding of end of life spiritual support through networking and training.
- Lead and help develop public remembrance events (eg. Light up a Life), in collaboration with other Dorothy House community teams (eg Communications Team and Fundraising Team).
- Develop and maintain a deep understanding of various cultural and religious practices to offer inclusive spiritual support to a diverse community.
- Provide spiritual and emotional support during difficult times, ensuring a compassionate and calming presence.
- Assist in training staff and volunteers on the importance of spiritual care and how to integrate it into their roles.
- Participate in the evaluation of spiritual support programmes and services to ensure they meet the needs of the community and align with best practices.
- Uphold the highest standards of ethics and confidentiality in all interactions, ensuring trust and integrity in the provision of spiritual support.

### Structure Chart



**Contacts**

All Dorothy House staff and volunteers.  
Patients, families, carers, visitors in need of spiritual support staff and Dorothy House Volunteers.  
Dorothy House Managers across the organisation.  
Dorothy House Trustees.  
Wider health and social care representatives.  
Members of the wider religious or spiritual communities and other relevant stakeholders.  
Local Anglican Diocese.  
Members of the public.

**Special Note**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

**No Smoking Policy**

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

**Confidentiality**

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

**Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

**Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

## Person Specification –

| Criteria  | Essential | Desirable |
|---|-----------|-----------|
| Experience of providing spiritual support and working with significant loss and life change                         | X         |           |
| Experience of working in a health and/or social care environment  | X         |           |
| Experience of devising and delivering services or other formal expressions of spiritual belief                      | X         |           |
| Experience working with volunteers  |           | X         |
| Excellent interpersonal and communication skills, with the ability to build and maintain stakeholder relationships. | X         |           |
| Can demonstrate provision of spiritual care to people from a variety of faiths or no faith.                         | X         |           |
| Well organised and able to effectively manage own time and workload.  | X         |           |
| Willing and able to work flexibly including outside of normal working hours to meet the needs of the service.       | X         |           |