



PASTORAL EDUCATION COORDINATOR

2380

GENERAL DESCRIPTION OF CLASS

The PASTORAL EDUCATION COORDINATOR directs a clinical Pastoral Education training program of pastoral care and counseling for seminary and college graduates. Employees of this class also give religious services, and offer spiritual guidance and counseling to the residents and staff of a State institution. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Pastoral Education Program

Recruit interns for the pastoral education program by listing openings in national and regional newsletters, informing local religious leaders of openings, or sending periodic mailings to interested parties. Design work experience training programs for pastoral education. Guide interns in their pastoral care and counseling work with residents of institutions. Write evaluations of interns.

2. Counseling and Advice

Visit residents in institutions in order to counsel and minister on spiritual and religious issues. Correspond with residents' family members about spiritual well being of the resident. Respond to telephone calls from the residents' families. Coordinate visits by other ministers and clergy. Comfort residents and staff in time of crisis such as serious illness, suicide, death, and family breakdown. Counsel and advise staffs' families concerning religious, spiritual, and personal growth. Advise and counsel staff on problems of personal adjustment to the work place. Orient new residents and staff in order to familiarize them with the institution's religious opportunities.

3. Religious Services

Plan and organize daily and weekly worship services to satisfy the specific religious requirements and needs of the residents and staff. Give sacramental ministry for communion, marriage, baptisms, and memorial services. Organize religious study groups and provide religious study classes at the request of residents. Give religious programs and activities in the form of music, stories, and video presentations. Coordinate religious club meetings, awareness groups, and interfaith meetings. Prepare and deliver sermons or formal worship services. Write reports and notes and keep records on services provided.

4. Liaison Duties

Visit community religious groups to discuss the religious needs and concerns of institution residents. Present information to staff groups in order to raise their awareness of residents' spiritual concerns

and to improve staff and residents' relations. Give educational talks in the community to inform citizens of the ways in which spiritual needs of institutionalized persons are met and to maintain visibility in the community. Recruit and train volunteers for use in music, religious education, and worship services.

5. Supervision

Plan, assign, and review work of assigned staff. Evaluate employee performance and prepare performance appraisals. Assess staff training needs and arrange for or give instruction. Orient new employees. Hire or effectively recommend hiring of staff. Resolve personnel problems, complaints, and formal grievances. Counsel employees in work related activities and career development.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular and frequent contact with emotionally and mentally disturbed individuals, in order to provide pastoral and spiritual care. Employees contact residents' family members in order to answer their questions and concerns on the spiritual well being of residents. Employees regularly contact community pastors and religious leaders, in order to supply information regarding the spiritual treatment of residents and to seek the aid of volunteers. They also interact with staff doctors, psychologists, social workers, and nurses, in order to discuss the progress of residents when religion can affect treatment goals.

SUPERVISION RECEIVED

Employees in this class receive general supervision on an informal basis from an institution administrator. The Pastoral Education Coordinator performs duties with considerable independence. Work is reviewed for compliance with agency, State and Federal laws and for its results in benefits to residents and the agency. Employees in this class follow Administrative Rules and procedures, State and Federal laws, and pastoral education memoranda to assure the pastoral education program and the pastoral services offered fall within State and Federal guidelines. Periodic site visits by an accreditation team assure practice within the guidelines of the Association for Clinical Pastoral Education, Inc.

SUPERVISION EXERCISED

The Pastoral Education Coordinator directly supervises interns, field education students, and pastoral staff employees.

GENERAL INFORMATION

Positions are primarily found in mental health hospitals or correctional institution. They require the willingness to work in the environment associated with the position's location.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

General knowledge of the theology, doctrines, liturgy, scripture, and practices of religious groups.
General knowledge of theories of pastoral education.
General knowledge of counseling theories and techniques applicable to the institutions' resident population.
General knowledge of the techniques and methods of sacramental ministry and various religious services.

Skills:

Skill to prepare and deliver pastoral services.
Skill to counsel peoples experiencing spiritual and personal crisis or distress.
Skill to coordinate and lead group pastoral programs.
Skill to apply guidelines and procedures typical to large institutions.

SPECIAL QUALIFICATIONS:

Some positions in this class may require affiliation with a particular faith to satisfy statutory requirements (ORS 179.379).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division