**Position Description**

This position description is for chaplains that are not funded via the National School Chaplaincy Program (NSCP) and can be modified to suit local needs.

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| **Position Title** | Chaplain |
| **Location** | [School Name][School Address] |
| **Position reports to** | [Insert name of line manager at the school] |
| **Position contact** | [Name] | Ph (03) 9999 9999 | [Email] |
| **Chaplaincy Provider** | [insert name] |
| **Agency contact** | [Name] | Ph (03) 9999 9999 | [Email] |

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| **Chaplain** |
| The aim of a chaplain is to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.Chaplains in Victorian government schools must abide by the Department of Education and Training’s guidelines and the General Service Agreement between the school and chaplaincy provider. The guidelines include a Code of Conduct which must be agreed to by the chaplain. For further information see the [chaplaincy guidelines](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/chaplaincy.aspx). Chaplains must also abide by any requirements established by the chaplaincy provider. |

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| **Chaplaincy Provider** |
| [Insert short description of chaplaincy provider] |

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| **School Environment** |
| [Insert short description of school] |

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| **School Values** |
| [Insert school values] |

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| **Role Purpose** |
| A chaplain may:* work as a member of the school's wellbeing team in the delivery of student wellbeing services
* contribute to improving student engagement and connectedness
* contribute to providing a safe, inclusive and supportive learning environment
* provide pastoral care and guidance to students
* operate within the school community and with external providers.
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| **Responsibilities** |
| The roles and responsibilities of a chaplain could include:* providing support in areas such as student attendance, engagement and mental health
* providing students, their families and staff with support and/or appropriate referrals in difficult situations such as during times of grief, or when students are facing personal or emotional challenges
* providing pastoral care and guidance to students about values and ethical matters, referring students, or sourcing appropriate services to meet their needs, which may involve access to services in the community
* supporting students and staff to create an environment which promotes the physical, emotional, social and intellectual development and wellbeing of all students
* supporting students and staff to create an environment of cooperation and mutual respect, and promoting an understanding of diversity within the range of cultures and relevant traditions.

A chaplain **must** **not**:* take advantage of their privileged position to proselytise, evangelise or advocate for a particular religious view or belief
* put themselves, or allow themselves to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student
* conduct themselves in a manner which impacts the delivery of their services, even in a private capacity
* perform professional or other services for which they are not qualified
* conduct religious services or ceremonies or lead students or staff in religious observances unless agreed to by the Principal
* deliver special religious instruction.
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| **Qualifications** |
| The recommended minimum qualification requirements for a chaplain are:* a Certificate IV in Youth Work; or
* a Certificate IV in Pastoral Care; or
* a Certificate IV in Chaplaincy and Pastoral Care; or
* an equivalent qualification that must include competencies in mental health and responding to client needs (incorporating making appropriate referrals).
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| **Selection criteria** |
| * Experience in providing support to children and young people and their families to address social and emotional needs.
* Ability to provide pastoral care, advocacy and critical incident response to support for children and young people, school staff and families.
* Experience in delivering wellbeing services within a multidisciplinary team.
* Ability to support schools and teachers to identify and develop educational, social and emotional programs to support children and young people who are vulnerable or at risk.
* Ability to support children and young people in out-of-home care or those impacted by trauma.
* Ability to liaise with community service organisations, government agencies, hospitals, specialist programs and other allied health professionals.
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| **Other relevant information** |
| Chaplains are not permitted to proselytise and must respect, accept and be sensitive to other people’s views, values and beliefs. Chaplains must comply with State legislation and policies in relation to child protection matters, as well as meet the recommended minimum qualification requirements. |