



THE INTERCHURCH COUNCIL FOR HOSPITAL
CHAPLAINCY AOTEAROA NEW ZEALAND
*Te Kaunihera Whakawhanaunga
o nga Minita Hohipera, Hauora*

ECUMENICAL HOSPITAL CHAPLAIN AUCKLAND PSYCHIATRIC and REHABILITATION SERVICES

Application Pack

Please find enclosed copies of:

- The advertisement
- A Statement of Good Faith under the Employment Relations Act 2001
- An information sheet on the Auckland DHB services covered by the position.
- An application form

Also found on the ICHC Website:

- The ICHC's Personnel Policies for Hospital Chaplains. This document includes a pro forma Job Description and Service Agreement for this position. An Ideal Person Specification for Hospital Chaplains is Appendix D at the back of the document
- The role of a Chaplain

Applications close on **Friday 2 March 2012.**

If you are interested please forward a completed application form together with a copy of your CV to:

The Administrator
The Interchurch Council for Hospital Chaplaincy
P.O. Box 6427
Wellington
NEW ZEALAND

If couriering your application the address for delivery is:

ICHC
Level 4
203 – 209 Willis Street
Wellington



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ECUMENICAL HOSPITAL CHAPLAIN

AUCKLAND PSYCHIATRIC and REHABILITATION SERVICES

Applications are sought from experienced chaplains or other suitably qualified ordained clergy for a full - time chaplaincy position covering the Mental Health Service Acute Inpatient Unit and both the Mental Health and Physical Rehabilitation Units in the Auckland DHB. The position is being offered on the basis of an initial term of 3 years.

Applicants should have completed a minimum of one CPE Course and have experience in Hospital Chaplaincy, parish or other relevant ministry positions. Experience working with psychiatric patients will be a considerable advantage.

The ability to provide spiritual, emotional and pastoral care to people with a range of health needs and from a variety of cultural and religious backgrounds, and to participate in multi-disciplinary Health care teams, consistent with the principles of the Treaty of Waitangi, is absolutely essential.

The successful applicant will become a member of a very busy chaplaincy team. They will be required to share in the training, supervising and leading of a small team of volunteer Chaplaincy Assistants providing Christian ministry, spiritual support and pastoral care to patients, families and staff. They will also take their turn on the on-call after hours emergency and worship service rosters. A good team player is essential.

An appointee who is not already an accredited healthcare chaplain will be required to work towards obtaining accreditation. Chaplains are required to become accredited within 5 years of appointment.

No assistance with relocation expenses can be provided.

The closing date for the receipt of applications is Friday 2 March 2012

An information pack is available from:

The National Executive Officer
Interchurch Council for Hospital Chaplaincy
PO Box 6427
Marion Square
WELLINGTON

Phone: 04-801 8008

Fax: 04-381 4842

E-mail: admin@ichc.org.nz

Important Information for all Applicants

Statement of Good Faith

About the Term, Funding and Conditions of appointment to this position

This statement is issued pursuant to the provisions of the Employment Relations Act 2001.

Term

There has been a 36 year partnership between the NZ Government and the ICHC on behalf of the partner Churches, for the provision of a Christian Hospital Chaplaincy Service in the public health sector. Currently the Ministry of Health and ICHC have a contract which will continue the provision of Hospital Chaplaincy Services at least until 30 June 2013.

Funding

The main sources of funding for this position is the Auckland DHB Units Rehab Plus 50% and the Buchanan Rehabilitation Centre 25% and Te Whetu Tawera 25% . Other funding comes from donations from churches and the community and there is a subsidy from the Ministry of Health under its contract with the ICHC. The Service Agreement with the appointee to this position will contain a clause that if it has to be discontinued because of lack of funding, or the curtailment of the Government's contract with the ICHC, the funders will ensure that the Chaplain will be given 3 months notice, or payment in lieu thereof.

Appointment

The successful appointee will need to be a Minister of Religion in "Good Standing" and appropriately licensed or authorised to offer Christian ministry by her or his denomination in New Zealand. The appointee if not a current Healthcare Chaplain will be required to successfully complete a NZ Police clearance procedure which is organised through the ICHC.

Rights of Patients

ICHC and its Chaplains are required to comply with a number of pieces of Government legislation and the protocols set by the District Health Board's covering the treatment of patients in the hospitals in which the Chaplain's work. These include:

The Health and Disabilities (Safety) Act 2001; The Health and Disability Commissioners Act 1994; and The Privacy Act among others.

Chaplains as "Health Agents" will be required to become familiar with these documents and the procedures and Codes of Conduct that protect the rights of patients; respect their person, privacy and culture and assure them of freedom from discrimination, coercion and harassment while also ensuring they receive informed, professional and ethical treatment of their choice, at all times. This includes whether or not they wish to see a chaplain.

DHB's also have strict policies about the standard of behaviour expected of professional staff in hospitals, in respect of their relationships with management, each other, patients, visitors and all within the hospital setting e.g. angry outbursts, the use of abusive or threatening language etc will not be tolerated. Chaplains and Chaplaincy Assistants must comply with the DHB policy and standards at all times.

ICHC cannot support or continue the appointment in any hospital or health unit, of a Chaplain who proves to be unacceptable to the management of a hospital or healthcare facility to which she or he has been appointed by ICHC.

Administrative and Accountability Requirements

The Ministry of Health requires that all Chaplains maintain statistical records of their visits to patients. These statistics have to be sent by the 10th of each month to the Administrator at ICHC, for inclusion in the regular reports ICHC has to submit to the Ministry of Health about the work of the national Chaplaincy Service.

Assistance with relocation costs is not available and applicants residing overseas will not be considered.

Jan 2012

Profile of Chaplaincy to the Auckland DHB Psychiatric, Inpatient and Rehabilitation Services

The Chaplains at the hospitals and units within the Auckland DHB enjoy positive and supportive collegial relationships. The Auckland Chaplaincy Committee, the local support provider of ICHC made up of hospital and denominational representatives was set up in 2002 and meets with the chaplains regularly.

The Services and Units covered by this position are:-

Buchanan Rehabilitation Centre (Psychiatric Service)

This is a 40 bed adult inpatient unit with most patients living in houses located on site. It is located in Point Chevalier, adjacent to the Maori Mental health Service and next door to Rehab Plus. BRC provides intensive rehabilitation for people with severe mental illness aged from 16 to 64 years. The average length of stay is 18 months and most people are able to live more independently when they leave. Approximately 70% of people referred to BRC are aged between 20 and 29 years. There is also a community based mental health service situated at the centre, although it has little call for the Chaplain's services.

Rehab Plus

Rehab Plus is part of ADHB and provides a specialised intensive short-term physical rehabilitation service for patients within the Greater Auckland region. It cares for working age adults (16-64 years) in an 28 bed inpatient service, and an outpatient service serving 5000 client contacts a year. Directions is an ACC assessment service and Mobility Solutions is a specialised wheelchair and seating service. Clients access the service as a result of requiring rehabilitation and/or assessment services following complex injury, accident, illness or congenital abnormality.

Rehab Plus has a number of sub-specialties. These include stroke, post- neurosurgery, amputation, multi-trauma, traumatic brain injury, progressive neurological conditions, and deconditioning post surgery/illness, for both Ministry of Health and ACC patients.

Te Whetu Tawera

Is a new acute and intensive short term Mental Health facility located on the Auckland City Hospital site at Grafton. It has 58 beds and stays vary from 5 days upwards. The chaplaincy service is well received and the chaplain is very much part of the care team.

There is a unit Recovery programme which is an integral part of the healing process.

It covers a wide range of activities and subjects. The chaplain contributes to the programme and this includes leading in Karakia on a regular weekly basis as well as other normal chaplaincy roles.

The time commitment of this Chaplaincy position and the way it is being funded, is to provide for:

- Half the chaplains time to be spent at the **Buchanan Centre** and **Te Whetu Tawera**.
- Half to be spent at **Rehab Plus**, including an on-call emergency component.

(There is rostered on-call for emergencies within all the Auckland DHB Hospitals).

Jan 2011



**The Interchurch Council
for Hospital Chaplaincy
in Aotearoa New Zealand Trust Board**

APPLICATION FORM FOR POSITION AS

Ecumenical Hospital Chaplain

At Auckland Psychiatric and Rehabilitation Services

of the

Auckland DHB

In making application for this position I supply the following information about myself

Name: _____

Address: _____

Date of Birth: _____

Phone: Home: _____ Business: _____

Cell phone: _____ Email: _____

Lay / ordained: _____ Denomination: _____

Cultural affiliation: _____

Educational qualifications:

Ministry Qualifications:

Any other qualifications relevant to this position:

Reasons for seeking this position:

(Continue on additional pages if necessary)

Hobbies and interests:

Statement of health:

Do you or have you suffered from any disability, disorder or illness which might make it difficult for you to carry out the usual duties of a hospital chaplain?

Yes / No

If yes, please specify the difficulty and the disorder.

Give brief details, including dates of any illness during the past five years that has caused you to be unfit for work.

Date:

Details:

Are you taking any regular medication?

Yes / No

Is your vision with glasses if needed, normal?

Yes / No

Is your hearing normal?

Yes / No

Have you experienced any mental illness?

Yes / No

Have you experienced "burn out"?

Yes / No

General information:

Do you possess a current valid driver's licence ?

Yes / No

Do you have a current license to minister from your denomination?

Yes / No

Have there been any sustained professional complaints against you?

Yes / No

Have you had any criminal convictions ? (if yes give details below)

Yes / No

Have you any charges or complaints against you pending?

Yes / No

Are there any potential grounds for such a case to be brought against you? Yes / No

Have you read the job description for the position of chaplain?

Yes / No

Have you read the personnel policies of the Interchurch Council for Hospital Chaplaincy?

Yes / No

If yes, then do you believe you can comply with them ?

Yes / no

Is there anything else you believe we should know about you?

(use extra sheet if necessary)

All material on this form may be discussed with you at your interview.

NB.1. *The selection process for this position may include you being required to meet with other short-listed applicants and the selection panel, other chaplaincy team members or hospital staff, prior to a personal interview. Are you willing to take part in such a process if requested? Yes / No*

NB.2 *The recommended appointee for this position if not a Hospital chaplain in the continuous employ of ICHC from before 1 March 2003, will be required to satisfactorily complete a **Police clearance procedure before the offer of employment is confirmed.** Are you willing to take part in such a process ? Yes / No*

I certify that the above statements are true and complete.

Signed: _____ **Date:** _____

This information will be attended to under the regulations of the information and privacy code 1993. Should you be successful in your application it will be kept on file and be available to you on request. Should you be unsuccessful then it will be destroyed.

PLEASE FORWARD THIS APPLICATION TOGETHER WITH A COPY OF YOUR CURRICULUM VITAE (C.V.). to:

ICHC
PO Box 6427
Marion Square
Wellington 6141

By Fax to **04 381 4842**
(Faxed applications must be followed by the original being sent by regular mail)

Couriered applications should be addressed to **ICHC, Fourth Floor, Southmark House, 203 Willis Street, Wellington**