

JOB TITLE	Clergy Care Assistant
JOB TYPE	Part time (0.4 FTE)
EMPLOYER	Catholic Diocese of Wollongong
DEPARTMENT	Office of the Bishop (OOB): OPSS
MANAGER	Clergy Care Coordinator; Director OPSS
ACCOUNTABLE TO	Bishop of Wollongong

Office of the Bishop
Xavier Centre
38 Harbour Street
(PO Box 1239)
Wollongong NSW 2500
www.dow.org.au

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

ABOUT THE ROLE

The Clergy Care Assistant will be responsible for supporting our incardinated Diocesan priests and clergy by providing information and assistance in maintaining healthy lifestyles. This will be carried out in support of the Diocese's evangelising mission of making Jesus known and loved in the Illawarra, Macarthur, Shoalhaven and Southern Highlands.

WHY WE NEED YOU

As an **experienced** and **dedicated** health care professional we need your **integrity**, **catholicity** and **capability** to help us in the support and care of our priests and clergy to maintain their health and wellbeing, especially the ageing clergy. Your **thoroughness** and ability to **collaborate** are important aspects of this role.

YOUR RESPONSIBILITIES

The key responsibilities of the Clergy Care Assistant will include:

- developing, documenting and maintaining a health and welfare plan to meet the changing health and wellbeing needs of priests/clergy.
- establishing/maintaining relevant databases to record and document key health information.
- liaising with referring medical staff, agencies and health services where applicable.
- ensuring WHS issues are identified in order to provide and maintain safe standards of living environment.
- acting as an advocate for the priests/ clergy when required and in their best interests.
- overseeing the development and delivery of quality programs and activities to facilitate health promotion and self education.
- Providing key duties as outlined in the detailed duties statement.
- other reasonable duties as directed.

YOUR RELATIONSHIPS

The Clergy Care Assistant reports to the Clergy Care Coordinator. In addition, you will work closely with:

- Clergy Care Coordinator;
- Diocesan Clergy;
- Vicar General;
- Episcopal Vicar for Clergy;
- Health Care Practitioners and Professionals;
- Welfare Services;
- Parish Teams;
- Guardians and Carers;
- Solicitors;
- Community Organisations;
- Director, OPSS;
- Financial Controller;
- Staff of the Office of the Bishop.

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- An understanding of the structure and workings of the Catholic Church, its mission and lifestyle commitment of clergy.
- Personal commitment to the ethos and values of the Catholic Church.
- Demonstrated recent clinical experience as an RN in aged care nursing in either acute or community settings.
- Demonstrated Person-centred care.
- Demonstrated ability to independently and effectively prioritise and organise a complex workload.
- Demonstrated ability to work safely using appropriate manual handling and WHS guidelines.
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, their families, friends, and health care professionals
- Highly developed written and verbal communication skills.
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality.
- The ability to manage a complex workload.
- High level of proficiency in the use of collaborative tools such as Google Docs and Office 365.

CHECKS AND CLEARANCES

Appointments may be subject to the following checks and clearances:

- National Criminal History Record check
- Working with Children Check clearance
- Current valid NSW drivers License
- Evidence of AHPRA registration

OTHER EMPLOYMENT CONDITIONS

- Due to the nature of the role, on occasion, some 'on call' weekend and after hours work may be required.
- Due to the geographical breadth of the Diocese, the successful candidate will be required to travel long distances to engage with clients.
- Due to the nature of the role, the successful candidate will need to transport clients to hospital, medical appointments, and other health/welfare services, as required.
- The regular place of employment is 38 Harbour St, Wollongong, however this role encompasses on-site visits to the residences of clients and health care services.