

JOB DESCRIPTION FOR CHAPLAINCY AT LATROBE UNIVERSITY

Position Title:	Tertiary Chaplain
Reports to:	Episcopal Vicar for Tertiary Education and Youth
Conditions	The position is Part time, working 24-30 hours per week (flexible)

ROLE DESCRIPTION

- Chaplaincy is an all-inclusive role within the University environment, growing out of a deep belief that the spiritual dimension of life is real, important and should be developed and supported wherever necessary and/or desired. A Catholic chaplain will over time seek to create a visible Catholic presence on campus. As a Catholic chaplain the work is Gospel based and expressed in liturgy, prayer, community building, accompaniment, and work for social justice. The Chaplain brings the Presence of Jesus to the university community. As Jesus did in the Gospel, the chaplain meets people where they are and walks with them, and offers nourishment to the spiritually hungry and poor, wherever they are to be found.
- As well as the spiritual side of life the chaplain must be prepared to help with any issues of life or meaning. This pastoral role is very important and forms a major part of the chaplain's work. A chaplain may be presented with relationship problems, the homesick or lonely person, a student fearful of failing, family problems, issues of illness or grief. The chaplain may be asked to provide support to students and staff in times of crisis. The chaplain does not have to do this on his/her own as part of the role is to build up support systems with in the Catholic, university and external community.
- The position provides chaplaincy to the total university community – including for example: academics, administration staff, cleaning and maintenance staff, ancillary staff etc. as well as students.
- The work of chaplaincy is varied – a mix of empathetic listening, walking beside people for short or longer periods, supporting different life issues, and being prepared to offer pastoral support wherever needed. It will at times require:
 - leading prayer and/or meditation,
 - developing formation sessions (discussion opportunities, scripture study, movie as discussion starters etc.),
 - being involved in social and justice issues (LGBTQ, refugees, euthanasia, international students, homeless and needy etc.)
 - being available during times of stress, conflict and grief – leading memorial services
 - be a conduit to churches and places of worship, offering up to date details and contacts

- supporting the leadership and membership of Catholic clubs or Catholic student associations on campus
 - providing for community service opportunities.
- As Latrobe Chaplaincy is a Multi-faith chaplaincy, the chaplain must be prepared to accept and work with people of all faiths, those searching and those with no belief. The chaplain must work collaboratively with other religious heads as a team for the good of the students and staff.
 - All dealings the chaplain may have with a student or staff member is presumed to be confidential. At times permission in writing may be given by the client for a referral to be made to other relevant Latrobe University staff or to an outside organisation.
 - It is important to remember that the chaplain is not at the University as a counsellor, even if he /she has counselling qualifications. Trained counsellors have been appointed by the University for this Role.
 - Participate in Archdiocesan and regional chaplains' gatherings, retreats and in-service training.
 - Other duties as directed.

KEY SELECTION CRITERIA

1. *A Catholic chaplain is required to be a practising Catholic.*
2. *The ability and desire to be open to support and work with people of all faiths or no faith.*
3. *High level of knowledge and experience of the university environment.*
4. *An ability and willingness to 'cold call' with individuals and groups*
5. *Demonstrate an interest in and an ease with young people, to be able to meet and talk with young adults*
6. *Be an independent worker*
7. *Well-developed sense and understanding of confidentiality*
8. *Well-developed oral and written communication and relationship management skills.*
9. *Sound organisational and time management skills.*
10. *Competent computer and technology skills*

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications are required as a basic requirement.
- Some qualifications in Theology – either B Theol, or post-graduate studies, already undertaken or currently being studied – are to be preferred.
- Certification with Catholic Chaplains in Tertiary Institutions (CCTI)
CCTI Website <http://www.cctivictoria.org>
- Current Working with Children Check
- Current Police Check
- Accreditation with the Archdiocese as a chaplain via the Office for Evangelisation

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

- Applications are to be sent to recruitment@cam.org.au by 30 November 2018. Please submit a covering letter along with a current resume.
- For further information contact Ashley Thomas on (03) 9926 5615 or ashley.thomas@cam.org.au

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.