

**File #:** 09-055

**Employee Group:** Non-union

**Vacant Position:** Director of Spiritual Care, Mission and Ethics

**Status:** Full-time  
Permanent

**Posting Period:** March 1 – 15, 2010

**Please direct inquiries to:**  
Barb McCulloch, Recruitment & Staffing Consultant, (613) 548.7222 x 2037

Apply in writing quoting file #09-055 in subject line to: [work@providencecare.ca](mailto:work@providencecare.ca) or send fax to: (613) 544.6036

All applicants are required to include an up-to-date resume or summary outlining how their qualifications match the position requirements.

For a complete list of responsibilities and qualifications, please contact Recruitment & Staffing.

## Job Summary:

Reporting to the Vice President Human Resources & Organizational Development, the Director of Spiritual Care, Mission and Ethics is responsible for leading the provision of spiritual care services, mission and ethics at Providence Care. The Director provides overall management and professional co-ordination of Spiritual Care Services at all sites, including full supervisory and fiscal accountability of staff and volunteers associated with Spiritual Care. The Director supports and guides department staff to minister to the spiritual needs of clients, residents, families, friends, staff and volunteers.

The Director is responsible for providing vision and strategic leadership to guide mission effectiveness across the organization and acts in an advisory capacity to the organization and to the Board of Directors on matters pertaining to mission and ethics. The Director is responsible for ensuring that Providence Care is conducting itself in compliance with the ethical decision making framework.

## Qualifications:

- University degree in Religious, Theological or Pastoral studies with Master's degree preferred
- A certified Teaching Supervisor or an Associate Supervisor through CAPPE (Canadian Association for Pastoral Practice and Education)
- 5 years related pastoral experience and training
- Minimum three years management experience, preferably in a unionized setting
- Experience in providing leadership to an organization in mission and ethics
- Pastoral reference/ recommendation of their religious affiliation
- Demonstrated knowledge and familiarity with the history and charism of the Sisters of Providence and of Catholicism
- Demonstrated knowledge and commitment to the Health Ethics Guide developed by the Catholic Health Association of Canada (CHAC)
- Demonstrated effective use of interpersonal communication skills, through facilitating dialogue with all levels of the organization and to inspire confidence and support regarding effective implementation of the mission, vision, values and ethics of Providence Care
- Demonstrated knowledge and respect of other faiths and traditions while using sound theological, assessment and reflective skills
- Demonstrated effectiveness in identifying and analyzing issues for discussion or resolution, and implementing practices to ensure the highest possible level of service
- Demonstrated knowledge of the principles of adult education as they relate to the awareness and promotion of the mission, vision, values and ethics
- Demonstrated ability to effectively plan, coordinate and oversee operational initiatives and multiple projects and comply with all applicable standards and legislation.
- Demonstrated intermediate level proficiency using personal computers; Microsoft Office Suite preferred