



## CATHOLIC ARCHDIOCESE OF MELBOURNE

### POSITION DESCRIPTION

Position Title:	Wellbeing Manager, Clergy Life and Ministry
Department:	Clergy Life and Ministry
Location:	Clergy Life and Ministry Office, Cardinal Knox Centre, East Melbourne
Employment Status:	Full time

### POSITION PURPOSE

The Wellbeing Manager, Clergy Life and Ministry, is responsible for two programs – *Wellbeing for Ministry* and *Clergy Assistance* – for all active clergy (and two retired bishops) within the Archdiocese of Melbourne. These programs are underpinned by a strong focus on Ongoing Formation, which concentrates on development of the whole person – spiritual, pastoral, intellectual and emotional, as well as mission.

The *Wellbeing for Ministry* program encourages priests to develop personal health plans and supports the creation of a culture among clergy to proactively manage their physical and mental wellbeing throughout their lives.

The *Clergy Assistance* program introduces the provision where required of professional psychological counselling services to active and retired Clergy who are seeking assistance with pastoral and or personal issues, including, but not limited to: anxiety, work pressures, personal trauma, personal issues, addiction, grief and bereavement, family and relationships.

All health-related matters under the management of the Vicar General's Office, the Priests Retirement Foundation and the Clergy Care Team, as well as the Clergy Life and Ministry Office are, of course, subject to strict confidentiality. Maintaining the privacy of medical and health records, or information belonging to an individual member of clergy, is essential to the integrity of the *Wellbeing for Ministry* and *Clergy Assistance Programs* and their effectiveness.

### ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne, through its ministries and agencies, is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia, with a wide variety of people, cultures and ministries, services and support including pastoral, educational, social welfare, financial and administration services. .

Guided by four key priorities outlined by the Archbishop, the Archdiocese's activities have a missionary focus aimed at addressing the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a proactive engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit-bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

## KEY ACCOUNTABILITIES

The primary purpose of this role is to work in collaboration with, and under the direction of, the Coordinator of the Clergy Life and Ministry Office to:

### General

- Develop and lead the implementation of proactive health and wellbeing strategies for the active priest cohort (including access to the *Clergy Assistance Program*), through education and individual case management
- Promote health and wellbeing strategies via presentations at gatherings, conferences and meetings, as well as working with individual priests
- Work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne
- Become familiar with the lifecycle of a Catholic priest, the health needs of priests at different stages of life and how the CLMO can meet those needs

### Coordination of clinical services for clergy with physical and mental health conditions

- Collaborate on, and undertake case management for, meetings with GPs, specialist practitioners, allied health professionals, psychiatrists and psychologists
- Work with the Vicar General and Office and the Clergy Life and Ministry Coordinator to deliver the best possible health outcomes for the member of clergy requiring professional health treatment
- Coordinate mental health services and interventions for clergy with severe mental health conditions

### Management and oversight of prescribed mental health treatment plans

- Assist with the development and regular review of mental health treatment plans in collaboration with the member of clergy, the Clergy Life and Ministry Coordinator, Clergy Care Team, Treating Health Professionals, Family and nominated support person
- Establish and maintain current and accurate records of assessment, treatment, progress and recovery

## JOB COMPETENCIES – (SKILLS)

- Well-developed skills and experience in community mental health, with the ability to develop and maintain support networks. Formal qualifications in nursing – Division 1 Registered Nurse, Mental Health Nurse – OR qualified Social Worker with expertise in Mental Health
- Ability and willingness to work with Catholic priests and develop strong empathetic professional relationships with them (essential)
- Ability to relate to a variety of people from a range of cultural backgrounds and presenting a range of health issues (essential)
- Knowledge of, and experience with, helping patients navigate prescribed medication regimes
- Familiarity with medical records protocols and confidentiality requirements of medical records
- Willingness to work with a spirit of generosity in a team environment
- Ability to work to deadlines, be flexible and develop sound working relationships, with individual clergy, CAM colleagues and health providers
- Energetic and highly motivated, with initiative and the capacity to work with a minimum of supervision
- Sound time-management skills and ability to prioritise and multi-task
- Excellent verbal and written communication, interpersonal and presentation skills
- High level of attention to detail, accuracy and quality service provision
- Willingness to maintain the annually required professional development hours of Registered Nurses, or other professional body
- Willingness to improve IT skills (efficiency in MS Word and MS Excel required)
- Victorian Driver's License (essential)
- National Police record check (essential)
- Working with Children Check (essential)

## INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. Are committed to justice and equity
2. Uphold the dignity of all people and their right to respect
3. Are committed to safe and supportive relationships
4. Reach out to those who are poor, alienated and marginalised
5. Strive for excellence in all their work

Service, given according to these principles, is life-enriching for both providers and recipients.

Our *Reform in the Walking* program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever-changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Wellbeing Manager, Clergy Life and Ministry. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_