

# Spiritual Care Coordinator

The Ottawa Carleton District School Board's Spiritual Care for Secondary Schools Coordinating Committee, is currently seeking a Coordinator to work with potential and current Spiritual Care Coordinating Committee, Spiritual Care Volunteer Workers, as well as School Administrators and Guidance Counsellors within OCDSB Secondary Schools. This position is offered on a part-time basis by contract.

The Spiritual Care Coordinator will report to the Coordinating Committee on work carried out, including, but not limited to:

- How workers are enhancing the lives of students and staff within secondary schools by collecting biannual (narrative) reports from workers about their progress and experiences within schools
- Facilitating placements of workers within schools by liaising with School Principals, Guidance Counsellors and addressing questions or concerns raised when necessary
- Supporting workers in schools by regularly checking in with them
- Arranging for interviews of potential workers when necessary
- Liaising with ONFE regarding the background checks of potential new workers
- The Coordinator will essentially lead the recruitment, selection, training and supervision of a team of Spiritual Care Volunteers within Secondary Schools within the OCDSB
- Arrange for in consultation with the Coordinating Committee twice yearly Workers Gatherings (some form of continuing education - either of the Committee's choice joint ventures with OCDSB events)
- Liaise with faith groups and parents when necessary
- Advocate for the program in the city and province, encouraging support (both financial and building a volunteer base)
- Liaise with the School Board, book meeting locations and communicate with School Board representatives when necessary
- Maintain files pertaining to the Coordinating Committee on a shared Google drive

The Spiritual Care for Secondary Schools Coordinator engages people of all beliefs, respecting and offering compassion for diverse belief systems and world views, with specific emphasis on those faith groups recognized by the OCDSB.

## KEY KNOWLEDGE, SKILLS & ABILITIES

- A commitment to spiritual living
- A commitment to the Mission, Vision, Values and strategic directions of the OCDSB
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication
- Demonstrated commitment to continued education and learning
- Demonstrated ability to prioritize work effectively, manage a part-time work-load and meet deadlines
- Demonstrated ability to communicate and collaborate with a wide range of faith groups and diverse communities
- Demonstrated ability to organize and participate in relevant activities and projects

- Ability to provide education about current understandings of spiritual care for secondary school staff and students
- An ability to be flexible
- Demonstrated ability to take initiative

## **MINIMUM QUALIFICATIONS:**

- Related experience
- Evidence of on-going good standing with one's own faith community
- Ability to work for a minimum of 20 hours per month
- Ability to drive (mileage at current rate)

Qualified candidates are required to apply by [emailing](#) resumes and a cover letter to:

[spiritual.care@ocdsb.ca](mailto:spiritual.care@ocdsb.ca)

More information about the Spiritual Care for Secondary Schools can be found at:

[https://ocdsb.ca/UserFiles/Servers/Server\\_55394/File/Our%20Schools/Inclusive,%20Safe%20and%20Caring%20Schools/Inclusive%20Education/OCDSB%20SCSS.pdf](https://ocdsb.ca/UserFiles/Servers/Server_55394/File/Our%20Schools/Inclusive,%20Safe%20and%20Caring%20Schools/Inclusive%20Education/OCDSB%20SCSS.pdf)

Applicants will be required to have an up to date Criminal Records Check that qualifies them to volunteer with students, as they may be required to go into schools to liaise with Spiritual Care Workers within schools. Applicants should have a good standing both within and outside of their faith community and references will be required from both. An interview process will take place with the Coordinating Committee before a final selection is made. We thank all candidates for applying, however, only applicants selected for an interview will be acknowledged. The deadline for applications is September 18<sup>th</sup> 2020.

## **REMUNERATION:**

1. A fixed rate of \$500 a month, allowing for roughly 20 hours per month, is offered for the term of the contract for a ten-month contract from the start of the last week of August to the end of the third week of June.
2. Pay includes expenses incurred in the normal functioning of the position (e.g. gas purchased to drive to meetings and appointments), but not expenses incurred when arranging training programs or other events (e.g. food for a group, printed materials for distribution, etc.)

The Coordinating Committee for Spiritual Care in Secondary Schools seeks to involve representatives from the OCDSB recognized faith communities including: Aboriginal, Baha'i, Buddhist, Christian, Hindu, Jewish, Islamic and Sikh.