

## **Senior Living Chaplain Position**

**Oak Meadows Senior Living in Oakdale is a 122 apartment independent living, assisted living and memory care faith based community. We are seeking a full time Chaplain to join our team. This position is responsible for providing spiritual care and pastoral care for tenants, their families and our staff, particularly in times of illness, injury and or emergency. Responsibilities include religious services, lead prayer and promote a spirit of healing through compassionate and non-judgemental listening, reflection, empathy and support. Shows attention to those who are facing the end of life and provides bereavement resources to both tenants and families. This position is supervised by the Executive Director.**

**Applicants may contact Deb Veit at 651-578-0676 or [dveit@oak-meadows.org](mailto:dveit@oak-meadows.org)**

## Oak Meadows Job Description

**Job Title:** Chaplain (Full Time salaried position; 35 hours per week)  
**Reporting Relationship:** Reports to Executive Director, serves as a member of Leadership Team  
**Job Summary:** To enhance the quality of life for tenants and staff of Oak Meadows by providing spiritual and emotional support through faith-based programming. Plans, organizes, directs, and carries out those programs.

### Essential Functions:

- Lead, prepare, and provide a weekly worship service and other special services in the Christian church year (i.e. All Saints, Christmas Eve, Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, and Easter)
- Lead, prepare, and provide weekly Bible Study/devotions or related study for tenants in Independent Living (IL), Assisted Living (AL), and Memory Care (MC)
- Lead, prepare, and provide a monthly grief group for tenants and their families as well as for Oak Meadows staff
- Develop and maintain a visitation program with all tenants, including visits outside Oak Meadows (i.e. nursing homes, transitional care units, etc.) as needed
- Establish connections and communicate with clergy of tenants when requested and/or necessary to enhance their spiritual care
- Act as a liaison for Oak Meadows with the Minnesota Conference UCC and local UCC congregations (Twin Cities metro)
- Develop and maintain communication with appropriate Oak Meadows staff to discuss and evaluate needs and/or concerns of tenants
- Maintain an open-door time for tenants and staff members
- Recruit musicians for worship services
- Supervise chaplain interns if/when Oak Meadows participates in an internship program
- Provide coverage for weekly worship, Bible Study/devotions, visitation, and on-call support during absences
- Works with Oak Meadows activity director and assists with cross-programming when appropriate
- Follows Oak Meadows policies related to reporting incidents concerning the well-being of individual tenants and/or group interactions and dynamics
- Understands and practices confidentiality

**Education:** Ordination and in good standing with a protestant denomination; certification with the Association of Professional Chaplains or other accredited chaplaincy credentials; affiliation either professionally or as a lay person within the United Church of Christ

**Experience:** Previous chaplain experience and/or training preferred  
Experience and interest ministering with and to an elder population

**Knowledge:** Understands issues related to the aging population, particularly dementia and memory loss  
Basic knowledge of Microsoft Windows and Office programs as well as email, wireless, and other online and Internet communication systems

**Skills and Abilities:** Must be flexible  
Must be able to creatively use time, money, and personnel resources  
Must be able to work with interruptions  
Must be able to react calmly to and resolve issues quickly and tactfully  
Must have good oral and written communication skills  
Must have good listening skills  
Must be able to work effectively with a variety of people and personalities  
Must be open and respectful of people's varying faith traditions and beliefs  
Must have either music leadership ability and/or interest in developing and maintaining music-based programs

**Attributes:** Flexible, creative, self-motivated, self-supervised, patient, tactful, enthusiastic, sensitive, empathetic, organized, ability to manage time, team player