

**ST. JOSEPH'S CHILDREN'S HOME**  
**(Exempt)**

**Title:** Director of Spiritual Wellness

**Supervision:** Executive Director

Salary Range: \$45,000 - \$58,000

**Required Qualifications:** A Bachelor's degree in Religious Studies, Psychology, Education, Human Services or related field, from an accredited college, university, or divinity program; or equivalent knowledge gained through direct proven experience in job related responsibilities. Preference given to applicants of Catholic faith. Prefer experience in youth programs, 12 step program or similar guiding principles, and some level of experience and knowledge of fine arts which supports ministry and spiritual development.

**Job Summary:** Recognizing that spiritual practices are a significant part of holistic treatment, the Spiritual Director shall coordinate ministry and direction sensitive to the spiritual backgrounds of each resident. The Spiritual Director shall work to further enhance the appreciation of spiritual values among staff. The Spiritual Director shall demonstrate a strong understanding of the mission of St. Joseph's Children's Home, and demonstrate acceptance of philosophies conducive with treatment goals, working collaboratively with the child, the family, and all treatment team members. Must possess an understanding of diverse religious beliefs and practices, interacting with compassion, respect, and openness.

*Resident and staff privacy and confidentiality is protected at all times. Minimum necessary access to resident and staff records and information is assigned based on the job duties and responsibilities outlined below.*

**Key Areas of Responsibility:**

1. **Pastoral Ministry**

- a. Oversee pastoral ministry and activities for youth.
- b. Coordination with local priest for weekly spiritual services for youth, as well as for holidays and other special events.
- c. Coordinates celebrations for children at time of discharge.
- d. Attends admission meetings to assess needs of family and youth, establishing a relationship to promote future engagement dependent upon child and family desire.
- e. Engages with youth based on needs and desires identified for spiritual development, attending treatment team meetings as requested, and identifying other opportunities when spiritual support is desired.
- f. Coordinates group activities that enhance spiritual growth, such as art and music with youth.
- g. Provide prayer and spiritual leadership at facility functions, meetings, and events.
- h. Prepares for and coordinates religious holidays, events and activities, including holiday decorations.

2. **Staff Development**

- a. Provides education and support to staff regarding spiritual values, including Catholic ritual and experiences, while emphasizing the history, tradition and mission of St. Joseph's Children's Home, and spirituality as a foundation of treatment.
- b. Demonstrates a positive, approachable, and open presence consistent with core values of St. Joseph's Children's Home, promoting an atmosphere of trust and acceptance.
- c. Develops and delivers training curriculum for staff relevant to the spiritual and pastoral foundation and components of treatment, as assigned and scheduled by leadership.

3. **Community and Civic Engagement**

- a. Develops and oversees opportunities for youth to become engaged in their community and to give back, promoting a sense of helping and belonging.
- b. Primary contact person for individual and group volunteer organizations.
- c. Maintains pertinent information regarding residents, including religious preferences, clothing sizes, hobbies, interests, etc., which shall be useful in assisting volunteers who provide gifts for children.

4. **Liaison within Faith-based Community**

- a. Initiates connection and relationship with spiritual leaders within the community and across the state of Wyoming, as needed.
- b. Serves as a liaison for children and families desiring continued connection with clergy of their religious affiliation while youth are in treatment, when desired by youth and family, and conducive to treatment.

5. **Other Duties and Responsibilities**

- a. Ensure the mission of St. Joseph's Children's Home, especially the spiritual formation of residents, is an integral part of the healing process.
- b. Participates in meetings, planning sessions, group activities, and other settings as needed or assigned; bringing forth a spiritual care perspective, embracing support, collaboration, trust, non-judgment, and adherence to the core values and mission of the facility.
- c. Responsible to continually assess the quality of spiritual support services, and the overall treatment atmosphere as it adheres to a foundation of spiritual growth and healing.
- d. Performs other duties as may be assigned.

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Staff Signature

JD-SD-09/2020

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Date