

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
CHAPLAIN SERVICES DIRECTOR
PSYCHOLOGICAL NEEDS OF FAMILY & DEPENDENTS

Position Assigned To: _____
You Report To: _____ (Professional Services Chief)

MISSION: Organize, direct, and supervise those services associated with the social and psychological needs of the patients, staff, and their respective families.

Immediate

- ___ Receive Job Description Professional Services Chief.
- ___ Read Job Description put on position tag.
- ___ Obtain briefing from Professional Services Chief.
- ___ Appoint:
 - Employee Assistance Director (staff psychological needs)

 - Social Services Director

- ___ Distribute corresponding Job Descriptions and identification tags.
- ___ Brief Directors on current situation; outline action plan for employee and patient support and designate time for next briefing.
- ___ Establish Chaplain Services Center in Private Dining Room for families of victims.
- ___ Remain accessible in order to open and supervise areas designated to accommodate family members. Be available to critical care units, surgery and morgue as needed.

Intermediate
&
Extended

- ___ Assist Director, Employee Assistance in securing a debriefing area in the Social Services Office area.
- ___ Meet regularly with Directors to receive updates and requests.
- ___ Communicate frequently with Professional Services Chief.

Emergency Command Center – Job Descriptions
Policy Number 2.22 - As of 2/07

- ___ Document all actions/decisions with a copy of Professional Services Chief.
- ___ Observe and assist anyone who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.