



Position Description

Clergy Health and Wellbeing Officer

Reporting to:	Senior Manager
Department:	Office for Clergy
Location:	St Martha's, Leichhardt
Employment Status:	Full-Time
Modern Award Coverage and Classification:	Award-free

The Position:	The primary purpose of the Clergy Health and Wellbeing Team is to build confidential and trusting relationships with clergy to help them identify and address individual health and wellbeing needs and to engage effectively in ongoing formation from ordination through active ministry and lesser duties into retirement. Wellbeing Officers work within the Archdiocesan Health and Wellbeing Strategy (Strategy), which incorporates the Clergy Ten Point Wellbeing Plan (Plan).
Responsibilities:	The Wellbeing Officer's duties and responsibilities include, but are not limited to the following: • Visiting Clergy regularly. • Conduct Health and Wellbeing assessments. • Case management: Sourcing and facilitating access to the best health, specialist services, and wellbeing supports; • Working closely with the Wellbeing Team and establishing working relationships with relevant agencies in the Archdiocese; • Engaging Clergy in person-centred conversations to develop individual health and wellbeing care plans; • Sensitively and confidentially communicating major health and wellbeing issues to the appropriate authority in consultation with the clergy member/person; • Contributing to the formulation of the Team's Strategy; • Maintaining a Health and Wellbeing Compliance Register; • Complying with Church teaching and the principles of integrity in ministry; • Employing management, information gathering and record keeping practices that are efficient, accurate, comprehensive and strictly comply with privacy requirements; • Remaining up to date with the following requirements as they pertain to clergy: professional accreditation, workplace health and safety and the safeguarding of children and young people; • Responsible Administration of the Clergy Health and Wellbeing resources; • Helping foster a culture of collaboration between clergy and the Chancery;

- Establishing and maintaining positive, effective and harmonious working relationships; and
- Support a culture of health and wellbeing in the clergy.
- Other duties as requested from time to time.
- Contribute to the successful planning, preparation and delivery of Eucharist²⁸ by working collaboratively and undertaking other duties or projects, consistent with the level, skills and responsibilities of the role, as reasonably directed.

Inter-relationships: The Wellbeing Officer interacts with the following internal and external groups:

- The Wellbeing Officer interacts with the following internal and external groups:
- Senior Manager, Office for Clergy;
- Coordinator of Clergy Wellbeing;
- Vicar General;
- Episcopal Vicars for Clergy;
- Chancellor and Chancery support staff;
- other Dioceses and Religious Institutions;
- Parishes;
- Agencies, especially CatholicCare, Clergy Remuneration System;
- Catholic healthcare organisations such as St Vincent's Hospital.

Qualifications and Experience: The ideal Wellbeing Officer will have:

- Appropriate qualifications in nursing, allied health or related discipline.
- Minimum of five (5) years' relevant experience in a similar role/pastoral or service orientated occupations.
- Demonstrated commitment to collaboration and servant leadership.
- Good understanding of the organisational structures applicable to the Catholic Church in Australia.
- Computer and office management, and record keeping skills commensurate with the position.
- Demonstrated commitment to the ethos and values of the Catholic Church.
- Demonstrated knowledge of, or experience in modern slavery risk management or a willingness to learn.

Attributes: The Wellbeing Officer will demonstrate the following attributes:

- Personal commitment to the Catholic faith.
- Understanding of the role of clergy in the life of the Church.
- A driver's licence and reliable motor vehicle.

- A pastoral, relational and empathetic approach to dealing with others.
- Professional manner and presentation.
- Attention to detail and a well-ordered approach to work.
- Commitment to working collaboratively as part of a team.
- Excellent communication skills.
- Ability to operate discreetly and to maintain confidentiality.
- Capacity to work alone.
- A commitment to complying with the Archdiocese's modern slavery risk management obligations and initiatives obligations as required

Performance
Management:

The performance of the Wellbeing Officer will be assessed on a regular basis having regard to:

- Unwavering commitment to building relationships with clergy excellence and meeting consistent high standards of conduct and performance, through various human, service, technology and process lenses;
- Effectively identifying, addressing the health and wellbeing needs of Clergy and demonstrating a commitment to improving these needs; and
- Preparedness to be flexible and accommodating to meet the individual needs of Clergy.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.