



Position Description

Lay Hospital Chaplain at Auckland Regional Forensic Psychiatry Service – Mason Clinic

Reports to	Diocesan Hospital & Prison Pastoral Coordinator
Organisation	Catholic Diocese of Auckland in conjunction with Hospital Chaplaincy Aotearoa
Relationships	Patients and their families; Hospital Staff; Lead Chaplain and Ecumenical Chaplaincy Team; Volunteer Chaplaincy Assistants; Senior Catholic Hospital & Prison Chaplain; Catholic Chaplaincy Team
Status	Part-time 20 hours per week
Date reviewed	July 2026

Position overview

Hospital Chaplaincy is pivotal for caring for patients, whānau and staff within Aotearoa's hospitals.

Mason Clinic is the Auckland Regional Forensic Psychiatry Service and is a secure unit for people who have a serious mental health problem/and or intellectual disability within the context of criminal offending.

This role will assist and contribute to the delivery of coordinated, recovery-oriented forensic mental health services across the Auckland Regional Forensic Psychiatry Service, supporting an integrated care pathway through shared values, collaborative practice, and consistent care processes across specialist service areas.

The Lay Hospital Chaplain will work as directed, with the Bishop of Auckland, to care for the spiritual needs of Catholic and Ecumenical patients at Mason Clinic. Ecumenical chaplaincy will be carried out with due regard to the Treaty of Waitangi.

Key Accountabilities

Mission, Vision & Values	• Integrate the Catholic Diocese Auckland purpose, priorities, staff values and our way of working into work practices and relationships • Model behaviour in line with the Diocese purpose, priorities, staff values and our way of working
-------------------------------------	--



Hospital Chaplaincy	• Pastoral and spiritual care of Catholic patients and their families • Pastoral and Spiritual care of staff members • Call a priest to provide for the sacramental needs of patients • Assist with organisation and celebration of weekly Sunday Mass • In conjunction with other chaplains, determine chaplaincy responsibilities for each ward • Work ecumenically with other members of the Chaplaincy Team, with hospital chaplaincy assistants and volunteers • Supervise and support Volunteer Chaplaincy assistants • Focus on Catholic patients in the clinics, but be available for non-Catholic patients • Attend meetings connected with the position, such as: ➢ Chaplaincy staff meetings ➢ Regular ADHB chaplains' meetings ➢ Meetings of Auckland area hospital chaplains • Leading "Liturgy of the Word with Holy Communion" as required • Blessing of hospital rooms as required • Participate in giving nurses' orientation and training of VCA's and locums • Completion of the weekly statistics and narrative reports in the Results Based Accountability (RBA) system – this is a base requirement.
Voluntary Chaplaincy Assistants (VCA's)	• VCA's visit the hospital. Each Chaplain supervises a given number of Chaplaincy Assistants. Chaplaincy Assistants are expected to spend two hours a week visiting patients in specific wards and refer patients with particular needs to a Chaplain who will call a priest if required. Members of the Chaplaincy team will be requested from time to time to take part in the formation programme for VCA's and monitor their performance.
Development	• The Catholic Chaplain, as part of personal and professional enhancement will attend and participate in: ➢ The Retreat Day and Study Days ➢ Annual Chaplaincy Conference ➢ Agreed professional development courses • The Chaplain is entitled to have: ➢ An annual retreat ➢ Monthly supervision and spiritual direction, paid for by the Diocese
Health and Safety As an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may	• Complying with CDA and hospital health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contributing when consulted on workplace health and safety responsibilities, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA and hospital work/environment. • Reporting all injuries, incidents and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.



be affected by your actions or non-action. Therefore, you are responsible for:

- In the case of injury or illness, you must take an active role in the organisation's treatment and rehabilitation plan, to ensure an "early and durable return to work".
- At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.

NOTE:

This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

Areas of Critical Success

The Lay Hospital Chaplain is expected to ensure that:

- Evidence of language, behaviour and attitudes towards all people are consistent with the Catholic Diocese Auckland purpose, priorities, staff values and our way of working
- Articulates and role models the values
- Decision making process includes values
- Patients, their families and hospital staff members are provided with pastoral and spiritual care
- Priest's visits arranged when needed
- Weekly Sunday Mass is celebrated
- All Chaplaincy related meetings are attended
- An effective working relationship is established with the ecumenical chaplaincy team
- Supervision of and support is provided to Volunteer Chaplaincy assistants
- On-going commitment to Professional Development

Person Specification

Preferred

Education & Qualification

- Relevant theological training or studying towards one
- Clinical Pastoral Education Certificate, would be an advantage but must be willing to undertake this

Preferred Knowledge, Experience & Skills

- Practising Catholic with proven pastoral experience and the ability to work ecumenically and non-judgementally
- A commitment to the service of patients, their families and staff members



- Has cultural awareness and sensitivity to the religious, spiritual and pastoral needs of people in hospital
- Excellent listening and pastoral skills
- A good level of religious, spiritual and theological understanding
- Ability to minister in a bi-cultural and multi-cultural environment
- Ability to work Sunday's as it is recommended that Sunday be one of the chaplain's normal days of work, so that Catholic patients have access to Holy Communion on the Lord's Day
- Good general health
- Completed a satisfactory Police Vet or MOJ check
- Diocesan "Safeguarding" workshop
- Adhere to Hospital and Diocesan Codes of Conduct
- An understanding and empathy with the ethos of the Roman Catholic Church.

