

ROBERT SMITH

Chaplaincy

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Essential work responsibilities listed on a Chaplain resume are completing religious duties, administering the last rites, counseling patients and caregivers, and managing the hospital chapel. The most sought-after skills in a Chaplain are excellent communication and interpersonal skills, ethical behavior, confidentiality, and the ability to interact with emotionally distraught people.

JUNE 2008 - JULY 2010

CHAPLAINCY - ABC CORPORATION

- Provided support to grieving family members through visits and phone calls
Visitation of the bereaved at determined intervals Assessed needs to the bereaved families Regular attendance at Bereavement IDG meetings.
- Documented Bereavement Documentation form and submitted to the Bereavement Coordinator prior to the monthly Bereavement Group meetings.
- Conducted funeral services when requested by the patients family.
- Assists with bereavement follow-up service as appropriate.
- Participates in on-call counseling services when required.
- Provided spiritual support to the hospice staff and volunteers.
- Participated in regularly scheduled Family Support Team meetings to coordinate the spiritual care of the patient/family, exchange information and problem solve, and receive staff support and education.

2004 - 2008

CHAPLAIN - ABC CORPORATION

- Provided emotional and spiritual support to approximately 1800 inmates and their families.
- Documented all pertinent chaplain and prison activity including vital information.
- Planned and led worship services, special fundraisers, and non-profit events for inmates Headed the following activities/events Leading Coping with Stress, Effective Communication, and Grief Education.
- Lead continuing education classes for staff, facilitating monthly grief support group meetings, and developed bereavement plans of care for families of deceased patients.
- Performed funeral and marriage ceremonies for all prison inmates.
- Provided pastoral services to both federal and state institutions, private agencies, local churches, and individuals by implementing policies that integrated the principles of Crisis Management, Grievance Counseling, & Anger Resolution programs.
- Handled the tasks of managing calendars, scheduling meetings, and filing

expense reports Assisted with the coordination of the weekly and monthly meeting Organized and maintained file correspondence, systems, and essential records Responsible for coordinating department schedules and making appointments with guests Assisted in reviewing the plans and monitoring variances in the organization.

EDUCATION

Business Management - October 2010(Mississippi Valley State University - Valley, MS)

SKILLS

Management Experience.