

# EMPLOYMENT OPPORTUNITY

## **POSITION: Alberta Consortium for Supervised Pastoral Education Program Coordinator**

Part time: 0.2FTE (7.5 hours/week)

The desired start date is 1 September 2018. Six-month term with possibility of renewal.

### **POSITION OVERVIEW**

A part-time Associate Faculty position at St. Stephen's College to coordinate initiatives of the Alberta Consortium for Supervised Pastoral Education (AC-SPE) as an approved program of the Canadian Association for Spiritual Care (CASC/ACSS) functioning in collaboration with Alberta's Theological Colleges and Practicum Placement Partners.

### **QUALIFICATIONS AND SKILLS:**

- A completed Doctoral Degree preferred
- CASC/ACSS Certification as a Spiritual Care Supervisor-Educator preferred
- Excellent program management competency, in keeping with CASC/ACSS Standards for Spiritual Care Supervisor-Educators and the uniqueness of AC-SPE program offerings.
- Excellent communication skills, to facilitate complexities of communication between and among academic, clinical, and organizational contributors to the AC-SPE.
- Excellent collaboration skills, to coordinate furtherance of communication and administrative practicalities related to AC-SPE program offerings and infrastructure.
- A capacity for inclusive consciousness, to ensure meaningful participation of all key stakeholders in the AC-SPE: (a) CASC/ACSS Supervisor-Educators, active and emeritus, (b) St. Stephen's College faculty and staff, (c) Alberta's graduate Theological Colleges affiliated with the AC-SPE, (d) Spiritual Care leadership within Alberta's Health Systems and other agencies where CPE students are placed, and (e) the Alberta Steering Committee for Supervised Pastoral Education that functions as the organizational structure of the AC-SPE by providing leadership, structure and accountability for the centralized, collaborative delivery of Supervised Pastoral Education in Alberta, and ensures that all Education Centre requirements outlined in CASC/ACSS Certification and Accreditation Standards are existent, viable, and sustainable.

### **PRIMARY FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

The AC-SPE Program Coordinator functions on a part-time basis:

1. With the Alberta Steering Committee for Supervised Pastoral Education by:
  - Being a member of the Steering Committee
  - Overseeing implementation of the Canadian Association for Spiritual Care (CASC/ACSS) approved Alberta Consortium for Supervised Pastoral Education (AC-SPE) program components
  - Working in tandem with the AC-SPE Administrative Assistant to achieve coordination of administrative functions relevant to:
    - Program updates and Accreditation initiatives
    - Policies and Procedures development and harmonization
    - Collection, synchronization, and development of SPE program forms
    - Consolidation of program files and forms in an accessible, electronic location (e.g. Dropbox),
    - Storage/maintenance of confidential student application, screening, and assessment files
    - Program marketing initiatives – including upkeep of AHS and CASC/ACSS website content for AC-SPE program offerings, development of an AC-SPE electronic newsletter, program flyers/pamphlets, etc.
    - Facilitating optimal communication among all AC-SPE stakeholders – e.g. meeting minutes/logs, email notifications, etc.,
    - Routing and logging of invoices, payments, and receipts
  - Bridging differences in the educational approaches represented by CASC/ACSS vis-à-vis academic institutions affiliated with both the Association for Theological Schools (ATS) and the AC-SPE, including
    - Acquiring expertise in the knowledge and use of CASC/ACSS Certification and Accreditation Standards as they relate to SPE students and the AC-SPE program.

- Acquiring a working knowledge of and ability to be conversant about Association of Theological Schools (ATS) standards insofar as they relate with degree, certification, and specialization programs relevant to the AC-SPE.
2. With St. Stephen's College by:
- Being a visible representative of the AC-SPE's endeavour to move CPE from health care settings into education settings within the Province of Alberta
  - Participating in the life of the College in a manner consistent with the individual's appointment as Associate Faculty
  - Consulting with the Principal and Dean on all matters related to the individual's position at the College, with the specific intent to remain current on College issues related to the AC-SPE.
  - Collaborating with the Chair of the Department of Theology on matters pertaining to the integration of Supervised Pastoral Education relevant to the College's degree, certificate, and specialization programs.
  - Collaborating with the College's Director of Academic and Administrative Services to ensure smooth and timely processes for course-based CPE offerings that are in keeping with policies and procedures of the College, student placement agreements, etc.
  - Representing St. Stephen's College as part of the Alberta Graduate Theological Colleges network.
  - Serving as contact person within the College for inquiries about SPE (CPE/PCE).
3. With terms of contracting, or within terms of employment (if this position is associated with FTE factors instead of independent contracting)
- Details to be finalized in tandem with selection of candidate for this position.

#### **ACCOUNTABILITY**

Accountabilities for this position are threefold, in keeping with specific requirements of each of the following. Details to be finalized with selection of candidate for this position.

- Alberta Steering Committee for Supervised Pastoral Education
- The Principal and Dean of St. Stephen's College
- Healthcare Employer (if this position is associated with FTE factors instead of independent contracting)

#### **APPLICATION PROCEDURE**

On or before 23 July 2018, submit a cover letter, resume or *curriculum vitae*, and letters or names of three professional referees (including email addresses and phone numbers). Candidates will be informed if references are being called. Submit applications (by email only) to:

Frederick S. Tappenden, PhD.  
Principal and Dean, St. Stephen's College  
Phone: 780-439-7311, ext. 22  
[SSCdean@ualberta.ca](mailto:SSCdean@ualberta.ca)

St Stephen's College is a theological college located in Edmonton, Alberta, on the main campus of The University of Alberta. The College is primarily oriented toward graduate theological education; however also offers undergraduate University of Alberta courses. The College has a reputation for innovation in theological education, and values flexibility, non-traditional modes of learning, an action-reflection model of education, the testing of new methodologies, collegiality, inclusive imagery, self-directed learning, and the integration of theology with the arts.

St. Stephen's College hires on the basis of merit. We are committed to the principle of equity and inclusiveness in employment. We welcome diversity and encourage applications from all qualified persons, regardless of race, creed, gender, age, or sexual orientation.

We thank all applicants for their interest; however, only those who are selected for an interview will be contacted. In accordance with Canadian Immigration requirements, this advertisement is directed in the first instance to Canadian Citizens and Permanent Residents.