



**JOB DESCRIPTION**

<b>Post Title:</b>		Religious Co-ordinator (Hammerson House)	
<b>Directorate:</b>		Operations	
<b>Full/Part Time:</b>	Part Time	<b>Hours of Work:</b>	20 hours Friday afternoon, Saturday and 1 other day during the week (flexible) Additional hours at Festival times
<b>Post holder Reports to:</b>		Director of Operations	
<b>Accountable to:</b>		Director of Operations	
<p><b>Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>To befriend all residents, regardless of affiliation or non-affiliation and enable them to maximise their Jewish religious or cultural involvement and to support them and families during their stay at Hammerson House.</li> </ul> <p>It is a fundamental requirement for the postholder to engage with all streams within the Jewish Community with equal respect.</p> <p><b>Job Summary:</b></p> <ul style="list-style-type: none"> <li>To conduct all Sabbath and Festival services</li> <li>To encourage and foster interest amongst residents in Jewish religious and cultural matters</li> <li>To act as an ambassador for all matters Jewish</li> <li>To be responsible for pastoral, religious and social needs of residents as required</li> </ul>			
<p><b>Equal Opportunities:</b></p> <p>Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p>			

**Nightingale Hammerson**

Nightingale Hammerson is an independent charity that has been serving the community for over 175 years.

Our two homes, **Nightingale House** in Clapham and **Hammerson House** in Hampstead Garden Suburb provide **residential, nursing, respite, dementia and end-of-life care** under one roof.

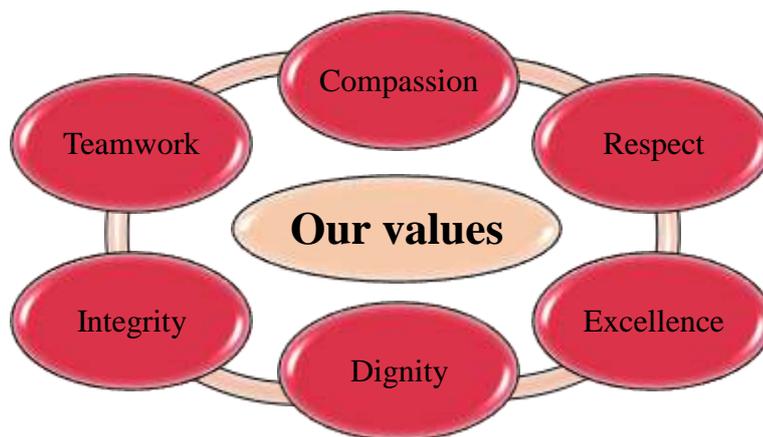
We welcome Jewish people over the age of 60 from every part of the community. Between Nightingale House and Hammerson House we are able to provide life-enhancing care to more than 200 residents.

### **Vision, Mission and Values**

Our vision is to strive to be a leading provider of quality person centred care for older Jewish people where everyone is treated with respect and dignity in quality accommodation.

Our mission, as a charitable organisation, is to provide holistic quality care, assistance and support to older Jewish people in a safe and simulating environment using dedicated and trained staff and volunteers.

The values guiding our daily job apply to all who work on behalf on Nightingale Hammerson, including staff members, volunteers and trustees.



### **Principle Responsibilities:**

#### **Religious and Ritual**

1. In line with the abilities of the residents, to arrange and lead services on Friday evening, Shabbat morning and all festivals . Such services should be inclusive of all residents and their requirements using our own highlights prayer book.
2. In conjunction with the Volunteer Co-ordinator, to recruit and maintain a rota of volunteers who can assist and support during services, lighting candles on Friday evenings and kiddushim in households. Post-holder is required to personally participate.

3. High Holydays: To lead services on Rosh Hashana, Yom Kippur, Succot and Simchat Torah for residents. The length, timing and content of the services are to be in line with the abilities and requirements of participating residents.
4. Pesach: To plan a range of sederim / mini-seders and pre-Passover engagement activities across Hammerson House. Each one attuned to the needs / abilities of residents as per their household. This includes the timing and length of the seders. The postholder is expected to personally lead a seder on both nights and arrange volunteers to lead the others.
5. Chanukah: to personally undertake / arrange a rota of volunteers to light candles nightly on all households throughout Chanukah and in conjunction with the Engagement team to lead and participate in the celebrations throughout the festival.
6. Purim: to lead the celebrations with the Engagement team and volunteers including reading the megillah for residents, plan and participate in celebrations.
7. Lag B'omer, Yom H'atzmaut, Holocaust Memorial Day: to help plan and lead appropriate activities
8. Tisha B'Av: as required by residents to read megillah with residents either as part of a cultural programme or as a standalone event

### **Pastoral**

1. To undertake routine pastoral visits to all residents, whether they are religious or not, including those residents living with dementia
2. To liaise and facilitate visits from community rabbi's as requested by residents
3. To be available to answer phone calls from staff when residents are close to death and the families want to consult with the Religious Co-ordinator or when a resident wants a visit.
4. To undertake regular visits to see residents in hospital
5. As required, to attend funerals of residents of Hammerson House as "ambassador" on behalf of Nightingale Hammerson.
6. As requested, to attend shiva services externally, to conduct Memorial events in the home for the families of residents who have passed away.
7. As new residents move into Hammerson House, for either respite or permanent care, to meet, engage and create a relationship

### **Social Engagement / Activities**

1. On Shabbat afternoon to host a tea and engagement activity for residents

2. In conjunction with volunteers and staff to host events and activities at Festival times and on other religious occasions.
3. To generally socialise with residents and relatives throughout the home.
4. Throughout the year, in conjunction with the Engagement Team, to lead sessions and 1-1 engagement on Jewish topics including reminiscence work
5. As each festival approaches, to run reminiscence sessions with individual and groups of residents around relevant themes.
6. Across all households, to join and host Shabbat and festival meals with residents and visiting relatives / volunteers.
7. As required to participate in the inter-generational programme

### **Educational / Teaching**

1. To give talks personally (or arrange for others), to residents and staff on subjects of Jewish religious and cultural interest
2. As required to participate in the staff training programme by giving talks on subjects such as Shabbat, kashrut, festivals, Jewish attitudes to death and dying.

### **Other**

1. On an ad hoc basis, by request, to arrange family religious celebrations in the Home eg Bar Mitzvah, when the resident is unable to travel to the main celebration.
2. Participation in the annual Celebration of the Lives of residents at Nightingale Hammerson. (This is held usually on a Sunday afternoon).
3. To cover for Religious Co-Ordinator at Nightingale House from time to time to cover annual leave / sickness on Shabbat or during weekdays.
4. To comply with Nightingale Hammerson's Health and safety Policies and Procedures.
5. To undertake such other duties, within the competence of the postholder, as may be required from time to time.

## PERSON SPECIFICATION

The requirements listed below are considered to be either **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

<b>Criteria</b>	<b>Essential or Desirable</b>
<b>Qualifications</b>	
No specific	
<b>Experience</b>	
1. Working with or volunteering with older people including those living with dementia	Essential
2. Experience of leading Shabbat and Festival services including reading Torah	Essential
<b>Knowledge</b>	
1. Understanding and respect for all streams within the Anglo Jewish community	Essential
2. An understanding of issues faced by older people	Desirable
3. A thorough understanding of Jewish religious practice, culture, community	Essential
<b>Skills</b>	
1. Ability to read from the Torah and other books eg Megillah (note: readings might be shorter depending on needs of residents)	Essential
2. Ability to lead Shabbat, Festival services and Pesach Seder (including English If required by residents)	Essential
3. Ability to teach non-Jewish staff about the Judaism and Jewish practises	Essential
4. Ability to effectively communicate with a wide range of people including residents, many of who are living with dementia, relatives, staff, volunteers	Essential
5. Ability to empathy with older people	Essential
6. Ability to prioritise work within a context of competing demands	Essential
<b>Special Conditions</b>	
1. Ability to work in a flexible way and to work out of hours, sometimes at short notice, where reasonably required	Essential
2. Driver with a clean driving licence	Desirable
3. Days of Work	
Post holder is required to work on Friday, Saturday and one other day during the week. Additional hours will be granted to ensure that the postholder can be in attendance at festival times as required and explained above.	
When attendance at funerals and shiva's falls outside the mid-week day of work, this will	

be paid on an hourly basis.

**Please note:** there is no overnight accommodation available at Hammerson House