



Call for Applications

Alberta Consortium for Supervised Psychospiritual Education Program Coordinator St. Stephen's College

St. Stephen's College in Edmonton, Alberta, wishes to appoint an Associate Faculty member to coordinate initiatives of the Alberta Consortium for Supervised Psychospiritual Education (AC-SPE). The post is available for 1 April 2024, or sooner if possible. The deadline for application is 1 March 2024. This is a part-time (0.2 FTE) appointment, with the possibility to work remotely.

The appointee will be a clinician-scholar who is committed to the training of spiritual health practitioners within an approved program of the Canadian Association for Spiritual Care/Association canadienne de soins spirituels (CASC/ACSS). It is preferred that the successful candidate will possess CASC/ACSS Certification as a Spiritual Care Supervisor-Educator and/or have (or be near completion of) a doctoral degree; minimum requirements are an earned graduate degree in a clinically related field with a minimum five years of professional experience in the spiritual care field. The search committee is open to applicants who possess a diverse mixture of qualifications, credentials, and/or experiences.

General Position Overview:

A part-time Associate Faculty position at St. Stephen's College to coordinate initiatives of the Alberta Consortium for Supervised Psychospiritual 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. The position is 0.2FTE (7.55 hours/week). The primary responsibility of the AC-SPE Program Coordinator is to provide provincial oversight and coordination to all CPE offerings in the province of Alberta. This is a part-time (0.2 FTE) appointment, with the possibility to work remotely. Salary will be negotiated with the academic Dean and benefits are in accordance with the *Faculty Personnel Policies* of the College.

Application Materials:

A complete application will consist of a Letter of Application, CV, and three letters of recommendation. Inquiries and applications should be submitted on or before 1 March 2024 to Frederick S. Tappenden, Principal and Dean of St. Stephen's College (frederick.tappenden@ualberta.ca).

About St. Stephen's College:

Nestled on the main campus of the University of Alberta, St. Stephen's College is "a multifaith community that offers sacred spaces for learning and transformation." The roots of St. Stephen's reach back to 1903; the College has been affiliated with the University of Alberta since its founding in 1908 and with the United Church of Canada since its founding in 1925. A legislative Act to Incorporate St. Stephen's College (April 27, 1927; amended 1968) authorizes St. Stephen's to confer degrees in divinity. Currently, the College offers divinity degrees in Theological Studies, Psychotherapy and Spirituality, Art Therapy, and Spiritual Care. St. Stephen's is accredited by the Association of Theological Schools in the United States and Canada (ATS), with approval for Comprehensive Distance Education. The College's Art Therapy programs meet the educational standards of the Canadian Art Therapy Association (CATA). In partnership with the Alberta Consortium for Supervised Psychospiritual Education, St. Stephen's offers Clinical Psychospiritual Education that is accredited by the Canadian Association for Spiritual Care / Association canadienne de soins spirituels (CASC/ACSS).

St. Stephen's College is committed to fostering a diverse and inclusive workspace. We welcome and encourage applications from all interested candidates, and do not discriminate on the basis of ethnicity, religion, gender identity, or sexual orientation. Applications from historically underrepresented groups are encouraged. In accordance with Canadian Immigration requirements: all qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Detailed Position Description

POSITION:	Alberta Consortium for Supervised Psychospiritual Education Program Coordinator
TITLE AND RANK:	Associate Faculty
OTHER DETAILS:	0.2 FTE appointment, beginning 1 April 2024, with the possibility to work remotely; salary to be negotiated with the academic Dean and benefits are in accordance with the <i>Faculty Personnel Policies</i> of the College.

Position Overview

A part-time Associate Faculty position at St. Stephen's College to coordinate initiatives of the Alberta Consortium for Supervised Psychospiritual 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. The position is 0.2FTE (7.55 hours/week), with the possibility to work remotely. The primary responsibility of the AC-SPE Program Coordinator is to provide provincial oversight and coordination to all CPE offerings in the province of Alberta. The post is available for 1 April 2024.

Qualifications and Skills

- Earned graduate degree in a clinically related field with a minimum five years of professional experience in the spiritual care field. Doctoral degree or equivalent in a field of theology, spiritual care, psychotherapy, counselling, or related field is preferable but not required.
- Preferred but not required: CASC/ACSS Certification as a Spiritual Care Supervisor-Educator
- 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 Psychospiritual Education that functions as the organizational structure of the AC-SPE by providing leadership, structure and accountability for the centralized, collaborative delivery of Supervised Psychospiritual 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

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

1. At St. Stephen's College by:
 - 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, specifically with respect to matters where the work of the College and the AC-SPE intersect (e.g., CPE course delivery, the Sacred Art of Preceptorship course, etc.).
 - Serving as contact person within the College for inquiries about SPE (CPE/PCE).
 - Collaborating with the Department Chairs on matters pertaining to the integration of Supervised Psychospiritual 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 CPE offerings that are in keeping with policies and procedures of the College, student placement agreements, the AC-SPE, etc.
 - Representing St. Stephen's College as part of the Alberta Graduate Theological Colleges network (if desired).
 - Consulting with the Principal and Dean on all matters related to SPE (CPE/PCE) and the profession of Spiritual Care more broadly.
2. In coordination with the AC-SPE Steering Committee, to provide provincial oversight and coordination for the AC-SPE's CASC/ACSS approved program by:
- Membership on the Steering Committee
 - Overseeing implementation of the Canadian Association for Spiritual Care (CASC/ACSS) approved Alberta Consortium for Supervised Psychospiritual Education (AC-SPE) program components. The Program Coordinator is:
 - a. Together with the Supervisor-Educators, responsible for ensuring the AC-SPE program continues to comply with CASC/ACSS accreditation standards.
 - b. Responsible for the development and harmonization of AC-SPE program policies and procedures
 - c. Accountable for the training of Preceptors, including the Sacred Art of Preceptor course (working together with relevant provincial partners)
 - d. Responsible to set CPE unit/course dates, in consultation with the relevant stakeholders (e.g., educational institutions, healthcare partners, Supervisor-Educators).
 - e. Responsible for the routing and logging of invoices, payments, and receipts, and coordinating budget elements for upcoming fiscal cycles.
 - f. Maintaining of the shared Google Drive for CPE files.
 - g. Responsible for gathering and analysing statistical information/data for the provincial program.
 - h. Responsible for overseeing and implementing CASC Accreditation reviews (when needed).
 - i. Support, consult, and/or be informed on other duties that relate to the oversight and implementation of the provincial program (as needed).
 - Working in tandem with the AC-SPE Administrative Assistant to achieve coordination of administrative functions relevant to the provincial functioning of the AC-SPE. The Program Coordinator is:



- a. Accountable for the coordination of AC-SPE program meetings, minutes, email notifications, scheduling, etc.
- b. Responsible for marketing and communication of the AC-SPE Program
- c. Accountable for the answering of AC-SPE registration/program questions.
- d. Responsible for the creation and distribution of a provincial directory of Students, Preceptors, Placement sites, and Supervisor Educators.
- e. Accountable for the development of template schedules for the CPE program units/courses.
- f. Support, consult, and/or be informed on other duties that relate to the administrative functioning of the provincial program (as needed)
- Bridging differences in the educational approaches represented by CASC/ACSS vis-à-vis academic institutions affiliated with the Association for Theological Schools (ATS), including
 - a. Maintaining expertise in the knowledge and use of CASC/ACSS Certification and Accreditation Standards as they relate to SPE students and the AC-SPE program.
 - b. Acquiring 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 program.

Accountability

Accountabilities for this position are:

- In matters of employment and responsibilities at St. Stephen's College: accountable to the Principal and Dean of St. Stephen's College
- In matters pertaining to the AC-SPE provincial program: accountable to the Alberta Steering Committee for Supervised Psychospiritual Education