

COLLABORATIVE GOVERNANCE

Title: **Personal Care Assistant**

Description: The Personal Care Assistant is a full-time, non-exempt position reporting to the SMI Local Coordinator fostering the communal life of the Sisters of the Most Precious Blood (CPPS) living at the Villa Theresa Apartments and Abbey Senior Health; working to enhance life for the individual CPPS Sisters by addressing the full range of personal care needs of the Sister residents.

RESPONSIBILITIES:

1. Assist with preparation and execution of activities scheduled by members of the Spiritual Care and Community Life Team.
2. Collaborate and meet routinely with the Spiritual Care and Community Life Team and the Holistic Life Team in developing an environment that maximizes quality of life for the Sisters.
3. Assist the Holistic Life Team by immediately reporting back to the team any change in status of the Sisters.
4. Work with other Holistic Life Team staff to meet ordinary non-health-related needs of the Sisters. This includes distribution of Boost supplement, special dietary requests or needs, incontinence products, and other items the Sisters may request.
5. Assist Sisters in the dining room at the noon meal by carrying trays to their table and assist Sisters in the serving line as needed.
6. Assist Sisters with their personal computers; trouble shoot minor computer problems, supply ink and paper for Villa Theresa Sister residents, and order supplies as needed.
7. Ensure Sisters' clothing items are marked and mended as needed.
8. Assist the Local Coordinator tending to household needs not covered by Villa Theresa or Abbey Senior Health staff.
9. Assist the Local Coordinator in the moving process for Sisters transitioning into or out of Villa Theresa Apartments and Abbey Senior Health by moving furnishings and belongings of the Sisters (not furniture).
10. Accompany Sisters from Villa Theresa Apartments and Abbey Senior Health to medical appointments such as dental, vision, podiatry, as needed. Transport assistive devices, if needed.
11. Assist the Holistic Life Team in transporting Sisters to other appointments or outings.
12. Maintain cleanliness/order in common areas as necessary.
13. Occasional assistance with Sisters' pets as needed.
14. Compassionately listen when Sisters need to talk, while setting appropriate limits (i.e. knows when/how to limit conversation to get other work done) and identifies instances when to direct Sisters to the Local Coordinator.
15. Able to apply a holistic approach to each Sister integrating compassionate presence.
16. Perform other duties as assigned.

SPECIFICATIONS:

Education: Some high school training preferred.

License/Registration/Certification: Valid driver's license with good driving record.

Experience: Prior experience working with elders in a position such as home health aid is preferred.
Familiarity with Roman Catholic Sisters (religious life) helpful.

Skills and Competencies:

1. Ability to understand and work within the mission and values of the CPPS community.
2. Dependable, courteous, pleasant, patient, gentle and sensitive.
3. Approachable, mature, accommodating, gracious, compassionate, welcoming, and friendly.
4. Ability to communicate effectively with Health Care and Holistic Life Team members.
5. Ability to work collaboratively and energy to engage in multiple relationships with Health Care and Holistic Life Team members, elder Sisters, and other health care staff.
6. Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
7. Exercises sound judgement with minimal direction.
8. Time management and problem-solving skills as well as ability to prioritize tasks.
9. Strong sense of initiative and self-directed working capacity.
10. Compassionate presence, and comfort with death and the process of dying.
11. Ability to communicate effectively with persons who have difficulty hearing and/or understanding with those that have memory loss.

Working Conditions:

- Considerable walking throughout Villa Theresa Apartments and Abbey Senior Health.
- Ability to move/lift objects up to 35 pounds while accompanying the Sisters.
- The position requires the individual to be inside/outside. Exposure to outside elements while driving a vehicle could include excessive cold or heat.
- The offices are tobacco-free.