

ST. MARY'S INSTITUTE/SISTERS OF THE MOST PRECIOUS BLOOD

Title: Pastoral Care and Community Life Associate Director (CPPS)

Description: The Pastoral Care and Community Life Associate Director reports to the Spiritual Care and Community Life Director (CPPS Leadership) and serves as the local coordinator of the Sisters living at Villa Theresa and Abbey Senior Health. She is a member of the Collaborative Governance (CG) Spiritual Care and Community Life Team which works closely with the CG Health Care Team to form the CPPS Holistic Life Team, which promotes a seamless integration of services and fosters the communal life of the Sisters of the Most Precious Blood. The Pastoral Care and Community Life Associate Director works to enhance life for the individual CPPS Sisters living at Villa Theresa and Abbey Senior Health, deepen sisterhood and a sense of mission, promote CPPS values and keeps the individual Sister involved in congregational life as appropriate for each.

RESPONSIBILITIES:

Overall

1. Work with the Spiritual Care and Community Life Director to design, implement, evaluate, and adjust administrative structures to meet the personal, interpersonal and community life needs of the Sisters living at Villa Theresa Apartments and Abbey Senior Health.
2. Supervise the Villa Theresa and Abbey Pastoral Care Coordinator with the responsibility of managing the spiritual and psychosocial needs of the Sisters.
3. Supervise the Personal Care Assistant to the Villa Theresa Sisters and coordinate her schedule with the Transportation Coordinator.
4. Collaborate and meet regularly with others on the Holistic Life Team in developing an environment that maximizes quality of life for the Sisters, including celebration of holy days, holidays and CPPS community feast days.
5. Coordinate the design of programs and activities that engender a spirit of community and welcome within the campus.
6. Collaborate with the Liturgy Committee and the Pastoral Care Coordinator in arranging for liturgical services.
7. Maintain clear communication with the CG Health Care Team, other CPPS staff, and the Sisters. Keep the Health Care Director apprised of the changing health conditions of the Sisters living at the Abbey and Villa Theresa Apartments.
8. Utilize critical thinking, problem solving, and assessment skills to meet the ongoing needs of the Sisters.
9. Listen compassionately when Sisters need to talk, while setting appropriate limits (i.e., knows when/how to limit conversation to get other work done) and identify instances, as needed, for directing Sisters to the appropriate staff (health care, Spiritual Care and Community Life, CG Executive Director).
10. Apply a holistic approach to each Sister integrating compassionate presence.
11. Prepare an annual budget with input from other members of the team before submission to the Leadership Team for approval.
12. Provide hospitality for family and friends of Sister residents as needed.

Sisters living at Villa Theresa Apartments

13. Provide leadership in the development and implementation of policies and procedures that impact communal life.
14. Maintain a critical eye to assess any change in the status of a Sister during daily interactions with them.
15. Coordinate the moving process for Sisters transitioning into or out of Villa Theresa Apartments, including managing the apartment rental process.
16. Welcome new Sister residents to Villa Theresa Apartments and, with the Pastoral Care Coordinator, assist the Sister through the adjustment period.
17. Serve as the point person for communications with Villa Theresa receptionist regarding deliveries, maintenance concerns, funerals, etc.

Sisters living at Abbey Senior Health

18. Welcome new Sister residents to Abbey Senior Health and, with other team members, assist the Sister through the adjustment period.
19. Work with Abbey Senior Health staff to acquaint the Sister and staff with one another.
20. In coordination with the Health Care Director, make arrangements for others to sit with a dying Sister when appropriate.
21. Work with appropriate CPPS staff and Spiritual Care and Community Life Director in arranging for wakes and funerals.
22. Work with the Pastoral Care Coordinator in making a deceased Sister's room available for the next resident.
23. Assist with visiting hospitalized Sisters.
24. Regularly update the Holistic Life Team and those appropriately involved in a particular Sister's overall state of being.

SPECIFICATIONS:

Education: Bachelor's degree and on-going education in social work, pastoral studies, and/or eldercare desirable.

License/Registration/Certification: Valid driver's license with good driving record. Clinical Pastoral Experience certification helpful.

Experience: A minimum of three years of experience working with elders preferably with religious communities. Experience in management level position

Skills and Competencies:

1. Ability to understand and work within the mission and values of the CPPS community.
2. Excellent organizational skills, flexibility, ability to anticipate needs and patience.
3. Time management and problem-solving skills as well as ability to prioritize tasks.
4. Approachable, mature, accommodating, gracious, compassionate, welcoming, and friendly.
5. Exercises sound judgement with minimal direction.
6. Maintenance of a high level of confidentiality.
7. Strong sense of initiative and self-directed working capacity.
8. Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

9. Ability to work collaboratively and energy to engage in multiple relationships with team members, elder Sisters, and healthcare staff.
10. Commitment to fostering the potential and abilities of each individual.
11. Compassionate presence, and comfort with death and the process of dying.
12. Possession of strong computer skills, including mobile technology, with working knowledge of Microsoft Suite and Microsoft Outlook.
13. Ability to operate or learn applicable office equipment.

Working Conditions:

- Considerable walking throughout Villa Theresa Apartments and Abbey Senior Health.
- Ability to move/lift objects up to 20 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.