

COLLABORATIVE GOVERNANCE

Title: Spiritual Care and Community Life Director

1. Description: The Spiritual Care and Community Life Director is responsible for the full range of non-healthcare needs of CG religious, with special priority to develop and implement a comprehensive pastoral care plan for all CG religious. Working at the direction of and in close consultation with the Chair, the Spiritual Care and Community Life Director will provide resources for CG religious to live their mission as consecrated persons and to participate as much as possible in the life and prayer of their communities. The Spiritual Care and Community Life Director will also respond to the human, psycho-social, and spiritual needs of the CG religious, providing them with a sense of continuity in their lives, a sense of security, and peace of mind – doing all that can foster the dignity and respect of each CG religious. Working in collaboration with the Health Care Director, observe and report physical and psychological observations as well as the emotional and spiritual adaptation to aging or illness.

RESPONSIBILITIES:

1. Understand and support the mission and values of CG, each Participating Entity, and religious life.
2. Oversee directly or through others, the daily spiritual opportunities for CG religious, including but not limited to attending daily Mass and rosary, and participating in personal and communal prayer.
3. Coordinate elements of on-going spiritual care, including but not limited to: days of recollection, an annual retreat, regular celebration of anointing of the sick, regular opportunities for the sacrament of reconciliation, and resources for spiritual direction.
4. Direct opportunities for spiritual, intellectual, cultural, and personal enrichment and development.
5. Encourage and facilitate socialization among CG religious and provide frequent opportunities for religious of the same institute to celebrate together to maintain their communal familiarity and bond, including annual jubilee celebrations and other congregational celebrations.
6. Help evaluate on-going mission work, leave of absence requests, and change in employment of CG religious.
7. In coordination with the Chair and the Health Care Director, monitor the well-being of each CG religious, enabling each to have the best quality of life for her given health and capacity, including evaluation of such things as the ability to travel and on-going capacity for driving, as well as assisting in discernment of end-of-life decisions.
8. Where appropriate depending on the location, in coordination with the Health Care Director, oversee directly or assure through others that the day-to-day needs of CG religious are met, including but not limited to needs of travel/transportation; household and/or furniture; communication or technology; clothing and personal care; any shopping – in stores or online/catalogue.
9. In coordination with the Communications Director, ensure that each CG religious is well informed and receives all communications with regard to her religious institute.
10. Assist directly or through other CG religious in maintaining familial and social correspondence, offering hospitality to guests, and acknowledging gifts.

11. Develop relationships with hospitalized Sisters, Sisters living at senior living centers, and Sisters living out in the community.
12. Accompany a CG religious through the dying process, providing for her spiritual needs: contacting a priest or seeing that she has access to the sacraments; coordinating and facilitating any prayers or companionship offered at the dying religious' bedside.
13. In collaboration with the Health Care Director, when a CG religious is seriously ill, hospitalized, goes on hospice, or dies, establish a relationship with family to help walk through the process.
14. Accurately reflect funeral wishes and coordinate the wake and funeral of a CG religious.
15. Assist CG staff responsible for human resource functions in preparing job descriptions for Spiritual Care and Community Life staff.
16. Interview, hire, supervise, and evaluate Spiritual Care and Community Life staff, and conduct regular staff meetings.
17. Coordinate with the Chair and Executive Director to assess appropriate staffing needs.
18. Provide annual in-services for Spiritual Care and Community Life staff as appropriate.
19. Prepare an annual budget for CG Spiritual Care and Community Life in coordination with the Chair, Finance Director, Executive Director, and Members.
20. Protect individual confidentiality and that of each religious institute.
21. Perform other duties as assigned.

SPECIFICATIONS:

Education: Certification or degree in a related field, such as Theology, Spirituality, Adult Education, and/or Gerontology.

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

Experience: Handling/coordinating a wide variety of tasks, time management, and creative problem solving. Understanding of the aging process and issues of diminishment and death would be beneficial for this position. Prior experience working with elderly persons is required. Being a current or former vowed member of an institute of women religious is preferred; experience working in some close capacity with women religious is highly desirable.

Skills and Competencies:

1. Strong sense of initiative and self-directed working capacity.
2. Dependable, courteous, pleasant, and patient.
3. Ability to see the big picture with very good attention to details.
4. Maintenance of a high level of confidentiality.
5. Communication skills: ability to speak, listen and write in a clear and thorough manner.
6. Ability to communicate and work well with health professionals for the highest quality of life for each CG religious.
7. Strong organizational skills and ability to work collaboratively.
8. Pastoral and compassionate presence, knowledge of the process of aging, and comfort with death and the process of dying.
9. Availability and willingness to participate in and direct others to participate in CG training and formation.

10. Possession of strong computer skills with working knowledge of Microsoft Suite and Microsoft Outlook.

Working Conditions:

- Work requires ability to walk considerable distances through health care facilities.
- Work requires ability to lift, push, or pull objects weighing 20 pounds including wheelchairs when assisting CG religious.
- Work requires ability to communicate effectively with persons experiencing physical and cognitive challenges.
- The CG offices are tobacco-free.
- Work will require travel obligations on behalf of CG / Participating Entities.