

St. Mary's Institute/Sisters of the Most Precious Blood

**Title: Assistant to the CPPS Spiritual Care and Community Life Director**

Description: This position reports to the CPPS Spiritual Care and Community Life Director working with the Sisters living at Villa Theresa, Abbey Cottage, 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 Assistant to the CPPS Spiritual Care and Community Life Director works to enhance life for the individual CPPS Sisters living at Villa Theresa, Abbey Cottage, and Abbey Senior Health, deepen sisterhood and a sense of mission, promote CPPS values and keep the individual Sister involved in congregational life as appropriate for each.

RESPONSIBILITIES:

1. Work with the Spiritual Care and Community Life Director to design, implement, evaluate, and adjust structures to meet the personal, interpersonal and community life needs of the Sisters living at Villa Theresa Apartments, Abbey Cottage, and Abbey Senior Health.
2. Collaborate and meet regularly with others on the Holistic Life Team in developing an environment that maximizes quality of life for the Sisters.
3. Works with Spiritual Care and Community Life Director to plan the celebration of holy days, holidays and CPPS community feast days.
4. Coordinate the design of programs and activities that engender a spirit of community and welcome within the campus.
5. Welcome new Sister residents as they move to Villa Theresa Apartments, Abbey Cottages, and Abbey Senior Health and assist the Sister through the adjustment period.
6. Collaborate with the Liturgy Committee in arranging for liturgical services.
7. Assist with visiting hospitalized Sisters.
8. Assist Spiritual Care and Community Life Director in providing end-of-life support as well as arranging for wakes and funerals.
9. Maintain clear communication with the CG Health Care Team, other CPPS staff, and the Sisters.
10. Maintain a critical eye to assess any change in the status of a Sister during daily interactions with them, and communicate changes to the Spiritual Care and Community Life Director.
11. Utilize critical thinking, problem solving, and assessment skills to meet the ongoing needs of the Sisters.
12. 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, CG Chair).
13. Apply a holistic approach to each Sister, integrating compassionate presence.
14. Provide hospitality for family and friends of Sister residents as needed.
15. Communicate and coordinate event space with Villa Theresa receptionist and activities director, keeping them informed of community events.
16. All other duties as assigned.

**SPECIFICATIONS:**

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

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

Experience: A minimum of three years of experience working with elders preferably with religious communities.

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:

- Evenings and weekends required.
- Considerable walking throughout Villa Theresa Apartments, Abbey Cottage, and Abbey Senior Health.
- Ability to move/lift objects up to 50 pounds (ex: pushing wheelchairs and assisting Sisters in and out of vehicles) while accompanying the Sisters.
- The position requires the individual to be inside/outside, could include excessive cold or heat.
- The offices are tobacco-free.