

## **ASSISI HEIGHTS POSITION DESCRIPTION**

**DEPARTMENT:** Administration

**TITLE:** Residential Life Assistant

### **GENERAL SUMMARY**

This position supports the Director of Residential Life for the well-being of Sisters residing at Assisi Heights to provide support and teamwork in order to implement opportunities and events for the communal, social, ministerial, spiritual, liturgical and congregational life of the Assisi Heights Sisters.

### **ESSENTIAL RESPONSIBILITIES**

- Embraces and implements the philosophy of aging promoted by the ILT group for person centered care for all aspects of residential and staff life at Assisi Heights.
- Meets regularly with the Director of Residential Life and Life Enrichment Coordinator for an overview of opportunities and events for the social, liturgical and communal life of the Sisters.
- Develops spiritual enrichment opportunities for Sisters in Health Care and Sister Residents.
- Participates in planning for a funeral upon the death of a Sister in collaboration with the Director of Residential Life and the Coordinator of Liturgical Ministries.
- Prepares and leads the sharing of memories for a deceased Sister.
- Arranges for the environment for liturgical seasons for chapels on 2<sup>nd</sup> and 3<sup>rd</sup> Francis.
- Accompany a priest to the Health Care Center for individual reception of the Anointing of the Sick.
- Organizes and oversees the Eucharistic Ministers for 2<sup>nd</sup> and 3<sup>rd</sup> Francis.
- Arranges for Rosary leaders for 3<sup>rd</sup> Francis.
- Offers one-to-one ministry, accompaniment in emotional and health care issues.
- Provides pastoral companionship for grief and loss.
- Attends scheduled Wellness Conferences.
- Visits Sisters in the hospital or in rehabilitation facilities and gives reports to the Associate Minister and the Director of Residential Life.
- Available to assist Sisters for planning their funeral liturgies.
- Provides support to Sisters moving to a new room, collaborating with the Director of Residential Life and Health Care Managers.
- Offers Memorial prayer service for Sisters who are unable to attend a family member's funeral.
- Plans and implements the Pastoral Care Week.
- Appoint a retreat leader for 3<sup>rd</sup> Francis retreat in May.
- Facilitate a weekly spiritual reflection group on 2<sup>nd</sup> Francis.

### **OTHER FUNCTIONS**

- Participates and maintains membership in applicable professional organizations.
- Participates in appropriate meetings and committees.
- Other duties as directed by the Director of Residential Life.

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

**QUALIFICATIONS**

- Bachelor’s Degree in Pastoral Ministry or equivalency required.
- Minimum of two years of experience in gerontology or long term care facility.
- Well-developed relational skills; good oral and written communication skills.
- Strong time management, organizational, problem solving skills.
- Computer skills as necessary to complete this job.
- Ability to be flexible as pastoral ministry requires.
- Ability to maintain a high level of confidentiality.
- Ability to use technology for audio-visual (A-V) programs and closed-circuit viewings.

**WORKING CONDITIONS**

- Standing, sitting, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, and manual dexterity required on a daily basis.
- Extended periods of standing, walking and sitting may be required.
- Physical assistance to Sisters may be required.
- Possible exposure to blood and other body fluids.
- Work requires use of computer keyboard and mouse.
- Requires flexible work schedule as needed.

**ACCOUNTABILITY:** Reports to the Director of Residential Life

**POSITION LEVEL:** N-6

**FLSA:** Non-exempt

**DATE PREPARED:** March 2020

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Director or: \_\_\_\_\_ Date: \_\_\_\_\_

Congregational Leadership