

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Administration

TITLE: Pastoral Associate

GENERAL SUMMARY

This position supports the Director of Residential Life and the life and well-being of the Sisters at Assisi Heights, collaborating to provide spiritual life enrichment as well as emotional support for quality of life for the Assisi Heights Community. Assures confidentiality at all times with issues relating to Sisters, guests and fellow employees with behavior that reflects the Mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Embraces and implements the philosophy of aging promoted by the ILT group for person centered care for residential life at Assisi Heights.
- Meets regularly with the Director of Residential Life, the Health Care Managers, and the Life Enrichment Coordinators for overview of opportunities for the spiritual enrichment and communal life of the Sisters.
- Develops spiritual enrichment opportunities for Sisters in Health Care and all Sister Residents.
- Provides support for Sisters moving into a new room or into Assisi Heights in collaboration with the Director of Residential Life and the Associate Minister.
- Maintains the data on Sisters' desires for funeral liturgies.
- At the time of the death of a Sister, calls Macken Funeral Home, family, and Associate Minister.
- Provides support to classmates and friends at the time of a death of a Sister.
- Upon the death of a sister collaborates with the Director of Residential Life and the Coordinator of Liturgical Ministries for the planning of a funeral.
- Prepares and leads the Sharing of Memories for a deceased Sister.
- Offers one to one accompaniment for those experiencing emotional and health issues.
- Provides companionship for grief and loss.
- Plans and implements memorial services for Sisters who are not able to attend the funeral of a sibling or significant loved one.
- Attends scheduled Wellness/Care Conferences.
- When a Sister is in hospice care, provides support to the Sister's classmates and friends.
- Visits Sisters who are hospitalized or in Rehab facilities; reports these visits to the Health Care team and Associate Minister.
- Arranges for individual anointing of a Sister upon request.
- Arranges for confessions and/or a visit from a priest.
- Collaborates with the Volunteer Coordinator to incorporate volunteers for Eucharistic ministry on 2F and 3F and other ministries as appropriate.

OTHER FUNCTIONS

- Other duties as assigned by the liaison of the Council.
- Participates in applicable professional organizations.

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 and driving record.
- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations.

QUALIFICATIONS

- Commitment to the Congregational Mission, Franciscan values, and person-centered living.
- Bachelor's Degree in Pastoral Ministry or equivalency.
- Minimum of ¼ CPE in NACC or ACPE required.
- Minimum of two years of experience in gerontology or long term care facility.
- Well-developed relational skills; good oral and written communication 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.

WORKING CONDITIONS

- Standing, sitting, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing kneeling, grabbing, and manual dexterity, required on a daily basis, as well as, auditory, visual and color acuity.
- Extended periods of standing, walking and sitting may be required.
- Requires flexible work schedule as needed with on-call responsibilities.

ACCOUNTABILITY: Director of Residential Life
POSITION LEVEL: TBD
FLSA: Exempt
DATE PREPARED: June 2021

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