

## **ASSISI HEIGHTS POSITION DESCRIPTION**

**DEPARTMENT:** Administration

**TITLE:** Director of Residential Life

### **GENERAL SUMMARY**

This position is responsible for the well-being of Sisters residing at Assisi Heights by providing direction, support and teamwork in order to implement opportunities and events which enhance the communal, social, ministerial, spiritual, liturgical and congregational life of the Assisi Heights Sisters.

### **ESSENTIAL FUNCTIONS**

- Holds the responsibility for the overall well-being of Sister Residents at Assisi Heights.
- As a member of the ILT group, promotes the philosophy of aging for person centered care for all aspects of residential life at Assisi Heights.
- Encourages and supports initiatives and activities that further the Congregational Mission, and accommodates to the culture of person-centered living.
- Works closely with the Pastoral Associate.
- Confers daily with the Health Care Manager in Health Care Center; follows through with communication with relatives and Associate Ministers for significant health changes.
- Collaborates with the Pastoral Associate and Coordinator of Liturgical Ministries for all aspects of funeral arrangements.
- Promotes communal living through regular meetings with the Corridor Reps, House meetings, and corridor meetings.
- Participates as a member of the Executive Team for Assisi Heights.
- Participates in Management meetings, ILT meetings, Care conferences, and task forces that relate to the Assisi Heights residential life.
- Facilitates and implements the Sisters' requests for residence at Assisi Heights.
- Coordinates transportation needs for individuals of the Assisi Heights Community.
- Confers with appropriate Associate Ministers to update and problem solve issues including health changes that may arise with Sister Residents.
- Develops and monitors the annual House capital and operational budget.
- Coordinates with the Healthcare managers for decisions of room changes of Sister Residents; coordinates a moving team.
- Collaborates with the Director of Human Resources on issues involving, but not limited to: staff recruitment, hiring, corrective action, performance appraisals, wage adjustments and workers compensation.
- Maintains supervisory relationship in regards to employment, programming, evaluation and budgeting with Residential Life Enrichment Coordinator, Pastoral Associate, taxi drivers, Hair Salon stylist, Volunteer Coordinator, Tour Guide, Gift Shop, This 'n That, Librarians, House Treasurer, Nearly New, and Coordinator of Liturgical Ministries.

### **OTHER FUNCTIONS**

- Other duties as assigned by the liaison of the Council.
- Ability to be empathetic and pastoral in interactions with residents.

**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.
- Minimum of three years of experience in gerontology or long term care facility.
- Bachelor's Degree in Management or related field and a minimum of three years of managerial experience required.
- Well-developed relational skills; good oral and written communication skills.
- Computer skills as necessary to complete this job.
- Ability to be flexible as position responsibilities require.
- 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:** Council Liaison  
**POSITION LEVEL:** E- 4  
**FLSA:** Exempt  
**DATE UPDATED:** September 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