

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** Pastoral Care

**TITLE:** Pastoral Care Associate

**GENERAL SUMMARY**

The Pastoral Care Associate serves the Sisters of St. Francis by providing spiritual wellness and support of the life and well-being of the Community as a whole. Behavior will reflect the Mission of the Sisters of St. Francis delivering a person centered ministry and a compassionate presence to ensure quality of life to each Sister.

**ESSENTIAL FUNCTIONS**

- Oversees the pastoral care needs of the congregation beyond worship, including hospital visitation, grieving loss and transitions, and coping with medical diagnosis
- Offers encouragement, reassurance, and compassion to the Sister moving into Assisi Heights and those transitioning to 2<sup>nd</sup> or 3<sup>rd</sup> Francis
- Collaborates with the Coordinator of Liturgical Ministries and the Residential Life Director in planning Sharing of Memories, funerals, celebrations, Sacrament of Anointing the Sick, and the Sacrament of Reconciliation
- Coordinates all pastoral care ministries with the supervising Councilor in collaboration with the Residential Life Director and Health Care management team
- Provides one-to-one ministry, as well as assist in facilitating small group enrichment opportunities, separate from Life Enrichment activities
- Provides room blessings, memorial services and coordination of prayer vigils by Sister and Community request
- Facilitates a Pastoral Care Advisory Team for planning and support
- Maintains yearly budget for Pastoral Care department in collaboration with the supervising Councilor

**OTHER FUNCTIONS**

- Participates in appropriate professional organizations
- Participates in appropriate meetings and committees as needed
- Performs other duties as directed by the supervising Councilor

**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
- Current Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations

**QUALIFICATIONS**

- Bachelor’s Degree in Pastoral Ministry or equivalency
- Preferred minimum of one quarter CPE in NACC or ACPE
- Two or more years of experience in gerontology or long term care
- Possess exceptional sensitivity to Pastoral needs
- Commitment to the Congregational Mission, Franciscan values, and person-centered living
- Ability to assess and be aware of individual spiritual needs
- Well-developed relational and social skills
- Ability to communicate to various groups with excellent oral and written skills
- Ability to communicate effectively in English
- Ability to maintain a high level of confidentiality
- Ability to work collaboratively with all members of the care delivery team and Congregational Leadership
- Ability to walk with individual Sisters and their families during illness or end of life
- Ability to be flexible
- Computer skills as necessary for the job

**WORKING CONDITIONS**

- Generally 40 hours per week, requiring flexible work schedule as needed.
- Possible exposure to blood and other body fluids
- Work requires use of computer keyboard and mouse.
- Work requires a large extent of verbal communication.
- Standing, sitting, walking, bending, stooping, reaching, pushing, auditory and visual acuity, and manual dexterity required on a daily basis.

**ACCOUNTABILITY:** Reports to Designated Councilor  
**POSITION LEVEL:** E-4  
**FLSA:** Exempt  
**DATE PREPARED:** June 2023

**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: \_\_\_\_\_

Designated \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor