

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 to provide support and teamwork in order to implement opportunities and events for the communal, social, spiritual, and congregational life of the Assisi Heights Sisters.

ESSENTIAL FUNCTIONS

- Holds the responsibility for the overall well-being of Sister Residents at Assisi Heights to ensure the quality of life for the Sisters in their home
- Promotes the philosophy of aging for person-centered care for all aspects of residential life at Assisi Heights
- Creates relationships with the Sisters in order to foster a listening, caring, and supportive relationship between the Sisters and their emotional, spiritual, communal, and physical life. Maintains contact with families, especially for those Sisters who are no longer able to do so
- Meets regularly with the Sisters' Council, (serves as an ex-officio member of the Sisters' Council) the corridor representatives, and the Pastoral Associate, and conducts regular House Meetings, to promote communal living
- Confers regularly with the Director of Health Care, and follows through with communication with relatives, the Associate Minister, and Health Care Agents, for significant health changes
- Collaborates with the Pastoral Associate and Coordinator of Liturgical Ministries for all aspects of funeral arrangements
- Confers with the Associate Minister to update and problem solve issues including health changes that may arise with Sister Residents. She is available to receive and help communicate with appropriate staff about a Sister's expression of concern, complaints, desires for changes in her living situation
- Participates in Management 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 or changes in living arrangements
- Develops and monitors the annual House capital and operational budget
- 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 for the Residential Life Department only
- Maintains supervisory relationship in regards to employment, programming, evaluation and budgeting with Life Enrichment, Hair Salon stylist, Volunteer Coordinator, Tour Guide, Gift Shop, Librarians, and Nearly New Coordinator

OTHER FUNCTIONS

- Other duties as assigned by the Congregational President or Council

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 Management or related field and a minimum of three years of managerial experience required
- Ability to work collaboratively with all members of the care delivery team and Congregational Leadership
- Ability to empower others
- 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: Reports to the Congregational President
POSITION LEVEL: E-5
FLSA: Exempt
DATE UPDATED: July 2022, February 2023, November 2023, May 2024

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: _____

President: _____ Date: _____