

Coordinator of Care and Community Life Sisters of Charity-Halifax

JOB TITLE: Sisters of Charity- Coordinator of Care and Community Life

DEPARTMENT: SC Retirement Community at Mount Saint Vincent Wellesley, MA

SUPERVISOR: Sister Of Charity Congregational Leadership Team(CLT) Liaison

Mount Saint Vincent in Wellesley, Massachusetts is a retirement residence for the Sisters of Charity-Halifax who reside in the United States. The two facilities (Marillac-Rest Home and Elizabeth Seton Residence(ESR) Skilled Care Nursing Home) are home to about 65 Sisters of Charity, 30 members from other congregations of religious women and 60 lay residents(ESR only). The Coordinator will work collaboratively with her own support staff, administrators of the facilities, and medical staff to assure that the Sisters of Charity have the best possible resident experience.

GENERAL JOB DESCRIPTION

Overview:

- To promote the sisters' health and wellness.
- To act as health care proxy to sisters who choose her
- To create opportunity for SC engagement within the residents' community on issues of congregational agenda and as the local leader of the SC, focuses on promoting the spirit and mission of the congregation.
- To see that wakes, funerals and burials are celebrated in ways that honor the lives of our cherished members.
- To maintain communication with the sisters' family when possible.
- To be alert to needs that may emerge and works with others to design effective responses.
- To act as an advocate for the sisters
- To establishes a team to support her in carrying out the varied responsibilities of this role
- To keeps current on topics related to promoting health and well being for seniors

MAJOR DUTIES AND RESPONSIBILITIES

- To coordinate with appropriate administrative, medical and pastoral staff for the well-being of the sisters under her care.
- To act as advocate on behalf of the sisters at regularly scheduled care plan meetings
- To set up, communicate and evaluate a Support Team so that coverage is available 24-7. With them she recruits and facilitates the engagement and assignment of personnel so that the sisters' needs are met.
- To make sure that sisters are accompanied to doctors' appointments and hospital as needed.
- To act as an animator of spirit. She initiates activities that enhance SC community life, prayer, gatherings and social events
- To foster good communication between and among the Sisters, the staff and all those who share our home.
- To collaborate with others in committees and meetings as requested to further the strategic plan of the institution and the mission of the congregation.
- To prepare an annual budget in collaboration with others
- To report to the Congregational Leadership Liaison on a regular basis

QUALIFICATIONS FOR THE JOB

Education: Masters Degree in Social Work, Geriatrics, Health Care Administration, Pastoral Care or related field or comparable experience

Experience: Previous work with Elders-a plus

Other: Upon call back Three References -One personal and two professional and Background Check will be requested

KEY COMPETENCIES

Collaborative Team Player

Organized Communicator

Compassionate Listener

Applications Due no later than February 20, 2016

Include these words in Subject Line- Coordinator of Care and Community Life

EMAIL to the Search Committee Assistant- Cathy Ward: cward@schalifax.ca

Search Committee Assistant

Sisters of Charity Centre

215 Seton Road

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