



**Job Title:** Support Services, for Eldercare  
**Department:** Sister Services  
**Reports To:** Community Life Coordinator(s)  
**Status:** Non-Exempt / Part-Time  
**Prepared Date:** September 2017

**SUMMARY:** This position works closely with the Sisters of the Holy Names (SNJM) Community Life Coordinators by providing direct support with community events and assistance with relocation to assisted living and addressing housekeeping needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist with the coordination of residential moves for the sisters to senior assisted living facilities (Merrill Gardens and Fatima Villa) or within their current facility.
2. Coordinate the scheduling and use of a housekeeping vendor to do annual deep cleaning of sisters' rooms.
3. Responsible for assisting individual sisters with organizing, downsizing and as appropriate disposing of personal and/or household belongings.
4. Organize and regularly inventory designated areas of SNJM storage of furniture, household items, and medical equipment. As appropriate arrange for disposal and donation of excess items.
5. Assist with and coordinate cleaning of rooms after a sister's death.
6. Assist the Community Life Coordinators with SNJM sponsored activities at the Marie Rose Center, Merrill Gardens and Fatima Villa: purchasing of food, room set-up and assisting with sisters in wheelchairs, etc.
7. In collaboration with the Community Life Coordinator assist with planning field trips to: local parks, participation at Masses at the Marie Rose Center and to Villa Maria del Mar in Santa Cruz. Planning includes ordering rental vans, providing the support necessary to ensure appropriate attire, and the purchasing of food as needed.
8. Provide assistance to the Community Life Coordinator with activities for the sisters in Memory Care
9. Coordinate and provide support as needed for funeral receptions or other community Masses or sister related events.
10. Assist sisters in wheelchairs to ensure they have opportunities to enjoy the garden and patio areas.
11. Attends and actively participates in the planning meetings with Community Life Coordinators.
12. Other Sister Service areas requested / directed and approved.

**INTERRELATIONSHIPS:** Works in close collaboration with Sisters, Merrill Gardens and Our Lady of Fatima Villa SNJM Community Life Director/s, Clinical Care Coordinator, Assistant Clinical Care Coordination, Benefits Coordinator/Assistant Care Coordinator, and others as designated.

**QUALIFICATIONS:** *To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** Two years of college

**Experience:** Two to three-year's work related experience providing similar services to elderly or disabled population preferred. Demonstrated organizational and planning skills related to small events and activities.

**Skills, Knowledge and Abilities:**

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must respect and maintain confidentiality of sensitive information and to respect professional boundaries.
4. Demonstrates flexibility and adaptability in the midst of change or re-direction.
5. Knowledge and sensitivity to the needs of the aging and women's health issues
6. Excellent organizational skills and ability to prioritize and execute tasks in a timely manner.
7. Working knowledge of Microsoft Office 2010 and other computer software programs including, but not limited to, Word, Excel, Outlook, and Internet browsers. Ability to effectively use smartphone.
8. Ability to maintain collaborative relationships with SNJM Sisters, staff, and external contacts.
9. Ability to work effectively both independently and within a team environment.
10. Demonstrated written and verbal skills to assure effective communication.
11. Demonstrated ability to provide excellent customer service and to communicate effectively with a broad range of individuals and groups
12. Ability to respond to emergencies appropriately and calmly.
13. Ability to work patiently with Sisters who may have difficulty with hearing, mobility, eyesight, memory, etc.
14. Ability to provide Sisters with transfer assistance to and from activities using personal vehicle or SNJM Community vehicle.
15. Must have a current, unrestricted driver's license with verifiable excellent driving record.
16. Must adhere to all SNJM safety and driving policies.
17. Prefer at least one year of experience in the safe operation of car, passenger van, and minibus vehicles.
18. Ability to work and drive in varied weather conditions and to read/comprehend maps and/or navigation systems.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:**

- Position requires work in an office setting, travel to Sisters' homes and/or site visits to residential and assisted living facilities.
- Must be able to safely and regularly push/pull boxes or equipment up to 50 lbs. and lift up to 35 lbs.
- Use of safe body mechanics in all areas of responsibility.
- Must be able to assist Sisters with transportation and with getting into and out of vehicles.
- Requires ability to appropriately lift, maneuver wheelchairs, walkers, and other medical equipment.
- Must be able to sit for extended periods while driving vehicles.

**EQUIPMENT USED:**

Computer (PC) keyboard, mouse; office telephone/voice mail system; fax/copier, scanner, and work cell phone and SNJM vehicles.

**HOURS:** 25-35 hours/week. Monday, Tuesday, Thursday and Friday 9:00-2:30pm, Fridays 9:00 – 5:00pm. Willingness to adjust hours as need arises. Occasionally available to work evening and/or weekend hours for special occasions.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

To learn more about the mission and vision of the Sisters of the Holy Names visit: [www.snjmusontario.org](http://www.snjmusontario.org)  
To apply, submit your resume along with a cover letter to [jobs@snjmuson.org](mailto:jobs@snjmuson.org)