

Residential Life Coordinator

February 8, 2018

Summary

Works with the CHM President or designee and the Humility of Mary Center (HMC) Administrator to provide the sisters living there a home where their personal, spiritual, emotional and social needs are met through a variety of services, activities and events.

Accountability

Reports to the President of the Congregation of the Humility of Mary or her designee.

Responsibilities

Establishes collaborative relationships for delivery of services:

1. Functions within and supports the policies and procedures of Humility of Mary Center.
2. Meets regularly with the Center Administrator and CHM President to assure services for sisters run smoothly.
3. Helps create house schedules in collaboration with the Center Administrator that are flexible and supportive of sisters' needs and interests.
4. Maintains communication with the CHM President or her designee in matters that pertain to all sisters in the congregation.
5. Provides, to the best of her ability and with suggestions from the residents, religious experiences, activities, shopping trips, celebrations, etc. which make the sisters' lives more meaningful and enjoyable.
6. Recruits, organizes, orients and coordinates willing volunteers, whether sisters or others, to help meet sisters' needs.

Arranges for hospitality and housing:

7. Arranges for the use of rooms for guests and reassignment of resident rooms as needs change.
8. Helps an incoming sister, or non-CHM resident, with the selection of a room from those available at the time she becomes a Center resident; provides orientation, both prior to and upon move-in; and, provides assistance to make the move as easy as possible.
9. Provides written and oral communications regarding the community/house agreements or guidelines and assures that everyone receives written notification when changes are made to them.

Supports personal and mental health:

10. Strives to meet the daily, short term needs of the sisters living at the Center.
11. Takes a personal interest in each sister who comes to her for advice or support and initiates interaction with those who do not come to her.
12. Helps sisters as needed to maintain communication with their families.
13. Facilitates community experiences for the sisters that foster interpersonal relationships as well as help each sister maximize her capacity for independent living.
14. Consults with the Supportive Living staff at the Center when she has a concern about a sister's health or diet.

Facilitates spiritual and religious experiences:

15. Encourages religious interests that are respectful of the individual's choice and preferences.
16. Attends the Center's liturgy committee meetings and helps plan, as well as attends when possible, retreats and other religious exercises and experiences for the Center residents.

17. Contacts chaplains and spiritual directors to provide spiritual assistance and/or sacraments as needed/requested by the sisters.

Assures that appropriate celebrations are available:

18. Plans activities to celebrate with the sisters events and holidays in a variety of ways.

19. Assists in the coordination of funeral services held at Humility of Mary Center.

Advises and assists in transitions:

20. Consults with the Supportive Living staff and, in collaboration with their recommendations, advises the Leadership Team when it is determined that a sister needs more support and a move to Bishop Drumm Care Center is necessary.

21. Is attentive to and accompanies as appropriate the sisters who are ill or dying.

Creates a budget for pastoral activities:

22. Develops, submits to CHM Finance Director and implements a budget for the pastoral life activities provided at Humility of Mary Center.

Responds to gaps in services:

23. Fulfills other duties as assigned.

Qualifications

1. Has or will acquire knowledge of CHM charism, mission, vision and history
2. Has good physical and mental health and is able to lift and move 40 pounds
3. Has organizational skills, experience with group facilitation and the ability to work with diverse persons
4. Has the ability to be flexible and operate in a stressful situation
5. Is self-directed and able to meet deadlines
6. Demonstrates a welcoming spirit, facilitates all aspects of hospitality and has a sense of humor
7. Possesses good written and oral communication skills as well as good computer skills
8. Has education in Scripture and Catholic theology and a strong spiritual commitment
9. Has an understanding of the aged and of aging as a normal process
10. Possesses empathy and compassion for aging and infirm persons
11. Has completed some classes/education in geriatrics, aging process and needs of elderly (Preferred qualification, but if not, is open to participate in such events if available)
12. Has the ability to drive and possesses a valid Iowa driver's license

It is preferred that this position be held by a CHM Sister. If not, it is expected that she believes in the values, principles and philosophy which are integral to the CHM life.

It is expected that this requires 30 -40 hours per week to allow for flexibility in scheduling week-end and evening activities. It is important that residents know the schedule of the Residential Life Coordinator (RLC) and who to contact in her absence.

Evaluation

Probationary evaluation after three months and six months and thereafter an annual performance review by the CHM president or designee

I have read and understand the above job description. I am qualified and willing to comply with the stated information.

Signed _____ Date _____
Residential Life Coordinator

_____ Date _____
CHM President or designee