

JOB OPPORTUNITY

for Pastoral Care Assistant (Part-time)

Pastoral Care Assistant

Overview

The School Sisters of Notre Dame are a Roman Catholic International Congregation of woman religious whose mission is to direct their lives toward that oneness for which Jesus Christ was sent. Present in 28 world countries, their ministry is directed toward education, with the conviction that the world can be changed through the transformation of persons. As a congregation, the sisters have made a public commitment to transformative actions in the spirit of ecological and social justice.

Currently, the sisters of the Atlantic-Midwest Province (AM) live and minister in 10 US States, 3 Canadian Provinces and England. For more information, please consult the following websites

www.atlanticmidwest.org

www.ssnd.org

www.gerhardinger.org

Position: Part Time Pastoral Care Assistant

Location: Laureate College, a private international non-denominational school located at 1921 Snake Road in Burlington, Ontario. The thirty-three (33) SSND sisters reside on two floors of the building, which has been home for the SSND community for nearly 100 years.

Statement of Ministry

The ministry of the Pastoral is to the thirty- three (33) SSND community members residing on the third and fourth floors of Laureate College. The pastoral care assistant is employed by the Atlantic-Midwest Province. The pastoral care assistant is responsible for attending to the pastoral needs of the School Sisters of Notre Dame – Waterdown, collaborates with the Healthcare personnel and Life Enrichment and Activation Department (LEAD) and is under the supervision of the Community Life Coordinator.

Terms: Part Time, 30 hours per week (some week-end work may be required from time to time)

Reports to: Provincial Council Liaison and Administrator/Director of Operations

Responsibilities

Presence:

- Is available to sisters on an individual basis to assist them in their day-to-day living
- Supports sisters in the transitions and changes that occur with aging and their continuum of care
- Listens with respect and confidentiality

- Demonstrates empathy, compassion, and care

Community

- Assists in building community, encouraging sisters to share responsibility for the overall vitality of the community
- Assists with the involvement of sisters in the spiritual life of the community (Eucharist, rosary, etc.)
- Assists in welcoming family visits to sisters

Communication

- Maintains regular communication with the Community Life Coordinator and Council liaison for SSND – Waterdown
- Communicates with Community Life Coordinator in times of changes in health of a sister

Health Care

The management and supervision of healthcare is provided by the Coordinator of Healthcare who is supervised by the Administrator/Director of Operations

- Works in collaboration with Healthcare Staff and LEAD
- Encourages, supports, and understands the individual needs of a sister

Qualifications:

Ministerial Skills

- Ability to be a compassionate presence to the sisters
- Ability to read non-verbal signals of sisters
- Ability to provide a listening presence and spiritual support
- Ability to interact well with a variety of personalities
- Help create and support an atmosphere that encourages sisters to share responsibility for the overall vitality of the community
- Communicate well to facilitate the smooth running of the communal aspects of daily living
- Good organizational and time management skills
- A collaborative approach to dealing with colleagues
- Basic computer and IT skills

Requirements

- Is grounded in a faith relationship with God, informed by Gospel values and is willing to become familiar with SSND mission, values, and culture
- Energy, enthusiasm, resilience in working with an aging population

Education A Bachelor's degree is preferred

Experience Minimum of 2-3 years of relevant work experience

To Apply: Please send resume to Michael McDonald mmcdonald@amssnd.org