



OUR LADY OF CHARITY OF THE GOOD SHEPHERD US/TORONTO REGION POSITION DESCRIPTION

Zeal gives us a singleness of purpose to all that we are and to all that we do. Zeal animates the whole of our religious life—our prayer, sacrifice and the wholehearted accomplishment of the work assigned to us. It also influences the way we welcome joy, sorrow, success and failure, as well as the trials of illness and aging. This vow keeps us steadfast in our specific mission, calling us to be faithful to our charism. (Constitution 30)

TITLE: LIFE ENRICHMENT AIDE
LOCATION: MOUNT NOTRE DAME HEALTH CENTER, CINCINNATI, OHIO

Classification: Non-Exempt **Status:** Full-Time (30 hours)
Department: Admin., Health and Wellness **Supervision:** Carol Pregno

MISSION AND VALUES:

The Sisters of the Good Shepherd are an international congregation of women religious founded by St. Mary Euphrasia. There are 2000 sisters around the world and around 140 sisters in the United States/Toronto Region. To learn more about the congregation, please visit our website at sistersofthegoodshepherd.com.

All employees will support the mission, vision and philosophy of the Sisters of the Good Shepherd United States/Toronto as demonstrated by the active implementation of the core values:

- **Dignity and respect** by listening and speaking in a professional and respectful way to others and by maintaining confidentiality, acting with discretion, acting in a professional manner and supporting diversity in the workplace;
- **Mercy** by active listening, accepting direction and forgiving the mistakes and shortcomings of others in the workplace;
- **Reconciliation** by approaching others in a manner that promotes harmony and cooperation, responding affirmatively to training and disciplinary actions to improve performance and better serve, seeking out others with whom there is conflict to resolve issues by applying effective problem solving skills;
- **Zeal** by putting first the needs of those served when at work, e.g., cooperation with scheduling, willingness to take on projects, and initiative in improving the workplace.
- **Empowerment and advocacy** by uplifting others when and where needed, nurturing growth, fostering collaboration, and advancing inclusion.

POSITION SUMMARY:

The Life Enrichment Aide is based at Mt. Notre Dame Health Center (MNDHC), but will be available to Good Shepherd sisters residing in the greater Cincinnati area. The Aide will support the quality of life for the Good Shepherd Sisters through a variety of tasks. The Aide will support the sisters in all areas of

their daily lives in coordination with the staff of MNDHC and the local Good Shepherd sister responsible for the community. The Aide will need to demonstrate initiative and flexibility to meet the needs of the sisters.

While the Aide will be an employee of Our Lady of Charity of the Good Shepherd (OLCGS), they will comply with the policies and procedures of MNDHC when working within their facility. This will include mandatory training and abiding by their guidelines for transporting sisters who require assistance.

The Aide will report to the local sister responsible for the MNDHC community, currently Carol Pregno, for day to day schedule, and will have an indirect reporting line to the Director of Regional Administration for HR and employment matters.

DUTIES & RESPONSIBILITIES

- Assist Sisters in daily tasks to support quality of life and independence.
- Will observe the sisters health and care, and communicate any changes or concerns to the Sister responsible for the community.
- Help Sisters to fully participate in MNDHC activities and gatherings, including assisting with getting to and from events (chapel, meals, meetings, parties, etc.) as needed and as is safe for the Aide and Sister.
- Assist in tracking, and planning and hosting events to celebrate, special occasions such as jubilees, feast days, and birthdays.
- Transport or accompany sisters as needed for shopping, local errands or appointments. In consultation with MNDHC staff and the Sister responsible for the community, determine when the needs of the sister require MNDHC staff to provide transportation (including moving wheel chairs).
- Be aware of when health care appointments are scheduled by MNDHC nursing staff. Either accompany or ensure a sister companion accompanies as needed, and that other resources that may be needed are arranged with the Sister responsible for the community.
- Assist with ordering or making purchases as necessary for the sisters (i.e., shopping for the individual and the community).
- Meet face-to-face with each sister at least weekly and ensure they have what is needed in regard to clean clothes, laundry given to MNDHC, and personal care items.
- Offer basic support for sisters' computers, printers, and phones, and assist sisters in receiving IT support from SSE or other experts.
- Coordinate maintenance for community vehicle(s) and connect with Olivette administrative staff to ensure registration and insurance are up to date.
- Collaborate with the Sister responsible for the community and Finance Office staff in preparation and review of MNDHC budget.
- Assist sisters to relocate from one room to another as the case arises.
- Assist visitors, including family, other sisters and members of the Regional Staff.
- Special projects and other tasks as assigned.

PHYSICAL POSITION REQUIREMENTS

- Ability to stoop, lift, carry, push, or move up to thirty (30) pounds.
- Ability to alternate between sitting, standing and walking as required by job tasks.
- Ability to walk up to a mile without stopping.
- Ability to push sisters in a wheelchair when appropriate.
- Ability to lift walkers, rollators and wheelchairs into a vehicle.

KNOWLEDGE, SKILLS AND ABILITIES

- Patient, flexible, caring, a quick study and a self-starter.
- High levels of professional conduct, personal integrity and confidentiality when dealing with sensitive information and materials.
- Organized, mission driven, self- directed, and able to set priorities, communicate proactively and follow up on assignments with minimal direction.
- Willingness to support the vision and values of the Sisters of the Good Shepherd.
- Exemplary communication, strong listening and customer satisfaction skills, including dealing effectively with the women religious, colleagues, and the public.
- Highly organized, self-motivated, and able to perform efficiently with minimal supervision.
- Positive team player with an attitude that there is no task too great or too small.
- Resourceful with a professional demeanor.

WORK ENVIRONMENT

- Works in multiple environments including a skilled care facility, hospital, medical offices, and retail stores.
- Requires regular use of a cell phone and computer, including for zoom meetings. Will use Microsoft Office Suite, and Outlook email.
- Regularly involves driving and assisting clients to enter and exit vehicle.
- Schedule requires flexibility to be responsive to the needs of the sisters, including occasional evening and weekend hours.

EDUCATION AND EXPERIENCE

- High school diploma, some college or associate's degree preferred.
- Long term care/assisted living experience is a plus.
- Experience working in a women's religious congregation is a plus.
- Experience and understanding of the Catholic faith and Catholic social teaching is a plus.
- Experience in a professional setting, preferably a non-profit.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Must have valid and current driver's license, and consent to Department of Motor Vehicle review of past driving record to establish that s/he is a safe driver;

POSITION DESCRIPTION APPROVAL:

Supervisor Signature

Date

I have reviewed/received the Position Description and understand my responsibilities.

Employee Signature

Date