



SISTERS OF CHARITY
OF LEAVENWORTH

Job Posting: COORDINATOR OF COMMUNAL LIFE, MOTHER HOUSE AND ROSS HALL

Date: October 23, 2020 **Job Status:** Exempt, Salaried

Department: General Community Services **Reports To:** SCL Community Director

Job Summary: This position is responsible for the well-being of Sisters residing in the Mother House and Ross Hall. Provides support and teamwork in order to implement opportunities and events for the communal, social, ministerial, spiritual, and liturgical life of the Sisters.

Responsibilities:

- Provide, in collaboration with other departments serving the Sisters, a holistic approach meeting the needs of the Sisters
- Facilitate community life along with the Sister residents
- Model a ministry of presence
- Ensure an environment that fosters a spirit of hospitality and healthy eldering
- Lead the Residential Life Team in implementing goals established by the team
- Available to listen and consult with team members, healthcare staff, and individual residents
- Facilitates effective communication and collaborative decision-making
- Responsible to participate as appropriate in the annual budgeting process
- Willing to participate in ongoing, professional development

Position Qualifications:

- Education in gerontology, social work, theology, or spirituality preferred or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job
- Experience working with adults of various ages, particularly the elderly
- Prior supervisory experience preferred
- Must have valid Driver's License with excellent driving record and be fully insurable

Key Competencies:

- Understanding and appreciation of, or the willingness to learn, the history and charism of the SCLs and carry out their vision and goals
- Good interpersonal, written, and verbal communications skills
- Ability to maintain confidences
- Ability to approach people in a manner which creates harmony and promotes cooperation
- Excellent organizational skills; detail oriented
- Ability to work well as a team member and willingness to ask for assistance
- Must be flexible to meet the needs of many individuals as well as work a flexible schedule; to include but not limited to weekends, holidays, special events
- Display a spirit of joy and enthusiasm in supporting the development of the whole person
- Working knowledge of administrations principles, including creating and managing a budget
- Basic working knowledge of technology

Physical Requirements:

- Regularly required to sit, perform sedentary work, and walk throughout the buildings, including stairs
- Push, pull, lift, or carry up to 25 pounds occasionally
- Stoops, bends, and reaches with arms and hands; dexterity; eye-hand coordination
- Must have clear and understandable speech, hear well, and have vision abilities required for close vision, distance vision, color vision, peripheral vision, depth perceptions, and ability to focus

To Apply: Email resumes to recruiting@scls.org EOE