



**Job Title:** Community Life / Activities Coordinator  
**Department:** Sister Services  
**Reports To:** Province Leadership Liaison  
**Status:** Exempt / Full-Time

**SUMMARY:** The Community Life Coordinator works in close collaboration with the SNJM team to provide pastoral and social support services to approximately twenty elder Sisters of the Holy Names living at Our Lady of Fatima Villa. This role is a liaison for SNJM with Our Lady of Fatima Villa administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Creates an environment including spiritual and social activities where Sisters can experience SNJM community life within a larger residential facility by coordinating services for the Sisters living at Our Lady of Fatima Villa.
2. Serves as liaison with:
  - a. Our Lady of Fatima Villa administration
  - b. SNJM province leaders and the Health and Well-being Administrator
3. Responsive to and aware of the physical and emotional well-being of each sister.
4. Welcomes and orientates SNJM Sisters to Our Lady of Fatima Villa's amenities and procedures.
5. Collaborates with OLFV staff and the SNJM Clinical Care Coordinator to ensure transportation and the accompaniment of Sisters going to medical appointments.
6. Collaborates with the Community Life Coordinator for Merrill Gardens regarding: annual program budget; emergency phone rotation; Support Services personnel, and the transfer of Sisters to Fatima Villa as needed.
7. With the assistance of the SNJM pastoral team, coordinates communication with family, DPOA, and the friends of Sisters regarding change of condition and accompaniment for end of life journey.
8. Works with Sister Support Services personnel to plan for and prepare a room for a sister upon relocation to the Villa.
9. With the Merrill Community Life Coordinator and the SNJM Fatima Pastoral Team, coordinates visits by other Sisters.
10. Other duties as assigned

**INTERRELATIONSHIPS:** Supervise the position of Support Services for Elder Care; works in close collaboration with the Sisters, and with the Merrill Gardens SNJM Community Life Director, Clinical Care Coordinator, Assistant Clinical 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:** Graduate degree preferred or equivalent work experience.

**Experience:** Three to five years' work related experience providing services to elderly population preferred. Must have demonstrated management skills.

**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, end of life care, 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.

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

- Position requires working in an office environment and in a senior retirement facility setting.
- 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.

**EQUIPMENT USED:**

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

**HOURS:** 40 hours/week; Monday – Friday, with occasional Sundays. 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)