

**SISTERS OF CHARITY OF NAZARETH  
NAZARETH, KY  
JOB OPENING**

**Position:** Motherhouse Coordinator

**Status:** Exempt/Full-time

**Job Summary:** The Motherhouse Coordinator will provide presence and serve as an advocate to the Sisters of Charity of Nazareth. This position will collaborate with the Motherhouse Coordinator team and will also provide administrative services for Sisters as well as the duties listed below:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Be present to the Sisters through daily contact, quarterly unit/area meetings (September, December, March, June).
- Provide for on-call services 24/7 and accompany Sisters to the emergency room.
- Provide a compassionate presence to Sisters facing many kinds of life transitions.
- Collaborate with nursing staff (Nazareth and Nazareth Home) to ensure Sisters' health, safety and continuing care needs are satisfied.
- Provide ways to determine Sisters' needs and to deliver a timely response.
- Seek involvement from the Sisters (prayer, activities, educational and social events, quarterly meetings in Carrico Hall and Motherhouse).
- Assist Sisters in identifying possible ministry opportunities.
- Foster hospitality with others on campus and surrounding areas.
- Welcome and orient new residents; welcome family and friends at the wake and funeral of a Sister.
- Collaborate and network with others on campus who serve the Sisters.
- Offer transition assistance - joining the WP Vice-Provincial in determining with a Sister when it is time for her to move from the Motherhouse proper to Carrico Hall or to Nazareth Home.
- Assist with the Sister's move to Nazareth Home, packing and moving personal belongings of a Sister who has transferred to Nazareth Home or who has died.
- Prepare and approve Sisters' personal budgets (with input from each Sister), by working with the treasurer to develop the house budget (submitted to PLT)
- Assess Capital Budget and Furniture and Equipment needs and submit these budgets to the Campus Director and approve requisitions requested by individual Sisters.
- Participate in continuing education regarding care for senior Sisters and in team-building activities.
- Update orientation booklets, Sisters' records, coordinator's handbook; develop the monthly on-call calendar; obtain picture IDs and voter registration cards for Sisters in need of them.
- Provide hearing boxes and batteries.
- Coordinate jubilee celebrations.
- Other duties may be assigned.

**Education and Training:** Bachelor's degree in Social Work or related field required and 1-3 years related experience working with elder care.

**Other Skills:** Understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth. Must be able to demonstrate patience, compassion and empathy. Ability to network with a variety of people and personalities. Ability to meet schedules and timelines and pay close attention to detail. Excellent organizational skills and planning ability. Ability to keep information confidential. Ability to operate modern office equipment and A-V equipment. Must be able to collaborate with various departments within the Sisters of Charity.

**Deadline for Application:** January 12, 2018 4:00 p.m.

**For more information or to apply, contact the SCN Human Resources Office, PO Box 21 Nazareth, KY 40048, 502-348-1504. Or apply at: [www.scnfamily.org](http://www.scnfamily.org)**