This is a job description sample and is for general information purposes; it is not shared with the intention to serve as a legal document. If you wish further information please feel free to contact Sister Cathy Olds [colds@snjmuson.org](mailto:colds@snjmuson.org).

Sisters of the Holy Names of Jesus and Mary

**Job Description**

**Job Title: Daily Support Services / Transportation Coordinator *(for Sisters***

***residing at a specific facility)***

**Department: U.S.-Ontario Province Health and Well-Being**

**Reports To: Clinical Care Coordinator**

**FLSA Status: Full Time, Non-exempt**

**SUMMARY:** As part of the SNJM (*name facility*) SNJM Health & Well-Being team. Performs essential tasks that allow the Sisters living at (*name facility*) to maintain maximum independence in their daily living and to live in a clean and beautiful environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists the Sisters, as individually appropriate, with activities of daily living, personal laundry and ironing, bed change, light apartment cleaning, and organization of personal belongings.
2. Participates in weekly SNJM Health & Well-Being meetings.
3. Observes and is proactive in responding to Sister’s needs. Shares potential and/or identified needs of individual Sisters with Clinical Care Coordinator and Community Life Coordinator.
4. Assists in deep cleaning of Sister’s units in Spring and Fall.
5. Assists Community Life Coordinator in packing of personal effects from deceased Sister’s units.
6. Gives tech support to Sisters, include telephone, TV, computer, etc.
7. Teaching sessions to help Sisters be more proficient and independent with their electronic devices.
8. Schedules weekly driving schedule to ensure Sisters get to appointments. Updates and modifies with changes. Communicates driving schedule and changes.
9. Schedules all maintenance for SNJM vehicles assigned to facility. This includes assisting the Sisters who are still driving and have their own snjm vehicle.
10. Other related duties as needed or directed.

**SUPERVISORY RESPONSIBILITIES:** None

**INTERRELATIONSHIPS:** Works in closecollaboration with Sisters, SNJM Health & Well-Being Team, facility staff, and others as designated.

**HOURS:** 40 hours/week. Occasional evening and/or weekend hours as needed.

**QUALIFICATIONS:** To perform this job successfully, individuals must be able to perform each of the above essential duties 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:** High school diploma or GED.

**Experience:** Three years’ experience providing similar services to elderly or disabled population preferred. Valid driver’s license, car insurance, and a satisfactory driving record necessary.

**Skills, Knowledge and Abilities:**

1. Respects the mission and charism of the SNJM Sisters.
2. Desires and has ability to work in a holistic manner with Sisters in their “wisdom years” and some who may be ill, disabled, or suffering from dementia.
3. Able to maintain confidentiality of sensitive information. Displays personal integrity
4. Ability to communicate tactfully with other staff members, Sisters, family members, visitors, and the general public.
5. Ability to read and comprehend basic instructions, short correspondence or memos and have the ability to write basic correspondence.
6. Demonstrated proficiency with current Microsoft Office software.
7. Ability to work collaboratively with other staff members
8. Understands safe, correct and economical use of all products and equipment,
9. Ability to organize, plan ahead and use time wisely; is adaptable and flexible. Ability to adapt to interruptions during course of work being performed.
10. Ability to be receptive and willing to adjust work methods to continually improve quality of work.
11. Ability to relate in a mature manner with supervisor and to ask for assistance when needed.
12. Respects and cares for sisters' furnishings as well as Sisters’ personal belongings.
13. Experience with car maintenance areas. Ability to maintain the care and use of car/van supplies and equipment.
14. Ability to drive carefully in snow and inclement weather conditions.
15. Ability to assist a disabled person to move in and out of vehicles using appropriate body mechanics.
16. Ability to follows universal precautions.
17. Able to observe and electronically document starting/ending time, breaks and lunch times.
18. Ability to respond to emergencies appropriately and calmly.

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

This position is considered active and has a medium degree of physical demands.

1. Constant standing/walking throughout the day.
2. Frequently lift/carries 15 lbs. of various supplies; appropriate use of carts for heavier items.
3. Use of safe body mechanics in all areas of responsibility.
4. Required ability push, lift/maneuver wheelchairs, walkers and other r assistive devices.

**ACKNOWLEDGEMENT**

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

Employee Signature Date

Supervisor Signature Date

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