



Sisters of St. Joseph of Carondelet

St. Paul Province

Resident Services Assistant

- Hours:** Two openings
Every Other Weekend 6:30 am – 2:30 pm
Every Other Weekend 2:30 pm – 10:30 pm.
- Pay:** \$18.00 - \$20.00 per hour
Evening Shift Differential \$0.75 and Evening/Weekend Shift Differential \$1.50
- Benefits:** Full Time Shifts: PTO, Vacation, Medical, Dental, Life, LTD, and Retirement.
Part Time Shifts: St. Paul Sick and Safe Time.
Free parking and paid lunchtime.

Please send resume or request for application to apply@csjstpaul.org

POSITION SUMMARY:

Join our team as a Resident Services Assistant at Carondelet Village in Highland Park.

The Resident Services Assistant will assist, provide support and care to the Sisters residing at Carondelet Village. Carondelet Village is an Independent Living, Assisted Living, Memory Care and Care Center facility.

The mission of Carondelet Village is to enrich the lives of older adults through a faith-based setting that respects diversity of faith and culture and honors the dignity of all.

DUTIES & RESPONSIBILITIES:

- Functions within the policies and procedures of the Sisters of St. Joseph of Carondelet.
- Answer calls received on the phone.
- Accompany Sisters as a companion to Emergency Room and relay information to the CSJ medical team.
- Maintains representation and effective working relationships on behalf of the CSJ community with other staff, outside agencies and with CSJ's themselves to assure management of services to CSJ's.
- Work collaboratively with Director and Assistant in planning and executing all services and care required by each CSJ living in Carondelet Village.
- Participate in planning and executing all services and care required.
- Participate in meetings with other staff and groups/agencies regarding care of the Sisters.
- Assist Sisters in maintaining an independent lifestyle.
- Provides companionship and emotional support as requested.
- Maintain inventory and equipment up-keep.
- Complies with the safety regulations and procedures of the facility.
- Assure safety and welfare of Sisters in accordance to and complying with safety and confidentiality rules, regulations and laws.
- Performs other duties as requested.

QUALIFICATIONS:

Minimum Qualifications:

Education:

High School diploma

Experience:

- Three years' work experience in healthcare related environment, geriatric studies, social work, human services or related field.

Skills:

- You have a passion and interest in geriatrics.
- Good interpersonal skills. Sensitivity. Enthusiasm. Confidentiality.

Licenses / Certificates:

- Certificate in healthcare related field, geriatric studies, social work, human services or related field preferred.

Technology / Equipment (if applicable, the proficiencies required to perform the job):

- Computer experience with Word and Excel.

Preferred Qualifications:

- Associates or Bachelor's degree in healthcare related field, geriatric studies, social work, human services or related field preferred.

Physical Demands:

The requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance.
- Function in activities involving walking, bending, squatting, reaching.
- Remaining in stationary position, often standing, or sitting for prolonged periods.
- Pushing, pulling, stooping, bending, and reaching
- Repeating motions that may include wrists, hands and/or fingers.
- Must be able to lift up to 15 lbs.