



1725 Brentwood Road
Brentwood, NY 11717
Phone/631.273.1187

Office of Human Resources

Pastoral Care Assistant

Sisters of St. Joseph – Brentwood, N.Y. **Status:** Full time, Non-exempt

Schedule: 7:30 a.m. – 3:30 p.m. Monday – Friday

Position Summary:

The Sisters of St. Joseph are looking for a Pastoral Care Assistant. This position reports directly to the Director of Pastoral Care and assists the Pastoral Care Department in providing pastoral care for the individual Sisters and the community. The successful candidate will help to create a home atmosphere of appreciation, acceptance, love and respect.

Qualifications:

- Four units of CPE.
- Chaplain experience as part of an interdisciplinary team.
- Valid driver's license.
- Experience as a pastoral professional within a healthcare setting, preferably with a geriatric population.
- Member in good standing within the Roman Catholic Church preferred (not required).

Responsibilities:

- Understanding of and commitment to the charism and mission of the Sisters of St. Joseph – to unite neighbor with neighbor and neighbor with God.
- Works collaboratively with staff to support each Sister's well-being.
- Engages Sisters in planning and executing spiritual activities
- Travel required: visits to Sisters regularly if admitted to the hospital or other healthcare facility.
- Visits Sisters regularly in the house to listen and pray. Supporting Sisters at times of personal grieving.
- Assists the department in coordinating prayer services, readers, ministers of Holy Communion.
- Assists in arranging for Eucharistic celebrations and reception of other Sacraments. (Reconciliation, Anointing of the sick).
- Welcomes new Sisters to the house.
- Assists members of the department to provide regular opportunities for various forms of communal prayer (holy hours, stations of the cross).
- Assists department members in providing appropriate prayer suggestions and material (books, tapes), including seasonal materials for Advent and Lent.
- In collaboration with Recreation Department, offers educational updates, speakers and discussion groups.
- Assists the department to ensure that each Sisters birthday or feast day is celebrated.
- Ministers in a compassionate and empathetic manner, which includes listening, caring and supporting in a way that is most beneficial to the Sister.
- Meeting the pastoral/spiritual needs of the Sisters, including offering spiritual and comforting support to the critically ill and dying.
- Facilitates relationship development between Sisters and staff to nurture a supportive environment.
- Provides and participates in liturgical and sacramental services.
- Attends all meetings and trainings as required, which may include in service trainings and staff meetings.
- Demonstrates knowledge and/or skill proficiency via competency testing.
- Adheres to policies/procedures pertaining to Pastoral Care and applicable New York State and Federal regulations.

For immediate consideration please send cover letter and resume to Pastoralresume@csjbrentwood.org

The Sisters of Saint Joseph provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.