



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:** Flexible - 5 days a week flexible schedule (includes 1 weekend day)

#### **Summary Position:**

The Pastoral Care Assistant will assist the Director in providing emotional and spiritual support for the individual Sisters and the Convent community. The Assistant will provide support to our Partners in Mission and work within a team to support the mission of the Congregation. The Assistant will assist with implementing all programming, policies, and procedures.

#### **Qualifications:**

- Two units of CPE
- Chaplain experience as part of an interdisciplinary team
- Experience as a pastoral professional within a healthcare setting, preferably with a geriatric population

#### **Responsibilities:**

- Understand and commit to the charism and mission of the Sisters of St. Joseph
- Work collaboratively with staff to support each Sister's well-being
- Visit Sisters regularly in the Convent for prayer and emotional support
- Assist the Department to ensure that each Sister's birthday or feast day is celebrated.
- Assist in arranging for Eucharistic celebrations and reception of other Sacraments.
- Assist the Department in providing regular opportunities for communal prayer
- Assist as Sacristan for Sacred Heart Chapel
- Attend all meetings and trainings as required.
- Demonstrate proficiency in Microsoft Office
- Perform other duties as needed

Compensation for this position is based according to market rate and experience level. For immediate consideration please send cover letter and resume to [Pastoralresume@csjbrentwood.org](mailto:Pastoralresume@csjbrentwood.org)

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