

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Nursing Assistant**

Date: 11/23/2020

Location: Sancta Maria in Ripa Campus, St. Louis, MO

Department: Infirmary

General Summary:

The Nursing Assistant provides a variety of housekeeping, personal care, and nursing aide duties for the Sisters as directed.

Essential Duties and Responsibilities:

- Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Provide basic nursing assistant cares, such as taking blood pressures, giving out medications and eye drops, handing out pharmaceutical prescriptions, providing hot packs, non-sterile dressing changes, etc.
- Serve the evening meal, fix drinks, and clean up after.
- Do laundry for Sister in Infirmary.
- Assist with showers and whirlpool baths as needed.
- Assist with exercise routines.
- Attend in-services and staff meetings.
- Perform other duties as requested to meet the needs of the Sisters.
- Maintain a clean environment.
- On site health care liaison providing accurate communication with the nurses and house leaders.

Basic Qualifications:

- High school diploma or equivalent
- Nursing aide certification preferred
- Experience with elderly care preferred
- Able to respond appropriately to emergency situations
- Able to work as a team member
- Understanding and love for older persons
- Ability to listen compassionately
- Physical ability to perform the duties of the position (able to lift 30-40 lbs)
- Ability to use simple office equipment; phones, fax machine and computer

Job Type: .9FTE 2nd or 3rd Shift Non-Exempt

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403(b) Retirement Benefits, Paid-time-off Benefits & Holiday Pay

If you are interested in this position please complete an application.

If you have any questions contact:

Rachal Depuydt, Human Resources

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