SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Senior Care Support Person

Date: 5/30/2025

Location: Mary, Queen and Mother Center/Mother of Perpetual Help (MQM/MOPH), St. Louis, MO & The Sarah Community, Bridgeton, MO

Department: Wellness

General Summary:
The School Sisters of Notre Dame (SSND) Senior Care Support Person ministers to the Sisters who reside at Mother of Perpetual Help (MOPH)/Mary, Queen and Mother Center (MQM) and The Sarah Community (TSC) when a Sister is sent to the ER or is admitted to the hospital or when the Sister is in her residence and is in the final stages of life. The Senior Care Support Person collaborates and communicates with MOPH/MQM and TSC Community Coordinator, SSND Nurses, and health facility staff to provide compassionate care to the Sisters.

This is an on-call, as needed position with overnight hours being the main need. A pay rate will be determined for this position based on the candidate's background and level of relevant experience.

Essential Duties and Responsibilities:
1. Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame
2. Travels to local hospitals to sit with a Sister
3. Provides oversight/information during ER visits and hospital admissions
4. Provides companionship during ER visits and hospital admissions via gentle listening and assistance in creating a calming environment
5. Provides compassionate, calming presence for Sisters during end-of-life
6. Communicates with Community Coordinator and/or SSND RN regularly and in a timely manner
7. Performs other duties as assigned

Basic Qualifications:
- Valid Driver's License and Auto Insurance
- Ability to drive at night
- Comfortable transporting Sisters
- Critical thinking skills
- Strong verbal and written communication skills
- Knowledge of ER and hospital protocols
- Calming, reassuring, patient, and compassionate demeanor
- Understanding of elder care, dementia, and issues associated with aging
- Flexibility
- Some medical background preferred

Job Type: Part-time, on-call, as needed, overnights

Benefit Eligible: N/A

If you are interested in this position, please complete an application or send a cover letter and resume to Sheena Kuehnle at skuehnle@ssndcp.org.

If you have any questions, contact:
Sheena, Kuehnle, Human Resources Coordinator
Phone Number: 314-633-7017
Email: skuehnle@ssndcp.org