SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Coordinator

Date: 8/21/2025

Location: Mother of Perpetual Help/Mary, Queen and Mother Center (MOPH/MQM), St. Louis, Mo

General Summary
The School Sisters of Notre Dame (SSND) Community Coordinator ministers to the sisters in residence at Mother of Perpetual Help (MOPH) and Mary Queen of Peace (MQOP) in St. Louis, MO. The Community Coordinator collaborates with assisted living sisters who serve as support to sisters living with memory care issues. The Community Coordinator also collaborates with the SSND nurses, MOPH/MQOP nursing and other staff, SSNDs, family members, and MOPH activity staff to provide holistic care to the sisters.

Essential Duties and Responsibilities

- Performs duties in a manner that is consistent with the mission, values, and policies of the SSNDs.
- Promotes and facilitates community life for SSNDs by welcoming and transitioning sisters to MOPH, MQM encouraging group participation at events, and engaging in activities offered at MOPH.
- Is a pastoral presence listening to their stories, concerns, and questions (Visits each sister at least twice a week, listening and visiting)
- Sets up medical appointments
- Advocates in a variety of ways to get sisters needs met
- Coordinates volunteer drivers and/or transports sisters to necessary appointments and destinations
- Offers companionship for sisters to doctors, dentists, and shopping visits as needed.
- Follows up on emergency medical visits occurring during business hours
- On call after business hours to accompany sisters to the emergency room as needed
- Handles finances for the sisters as needed or finds assistance to help manage finances
- Orders incontinent products
- Buys clothes/shoes for memory care sisters as needed
- Shops for miscellaneous items as needed
- Works closely with life enrichment staff to support meaningful, purposeful, robust activities for the sisters, including sharing the “Never Too Late” program
- Plans & coordinates birthday, holiday and jubilee events
- Performs other duties as assigned
- Rotates on call duties as assigned

Experience, Knowledge, Skills

- Interest and desire to work with our senior sisters, preferably having a background in social work, social services, and/or elder care
- Understanding of aging process, issues of diminishment, and dementia
- Flexibility and patience, sense of humor and cheerfulness
- Strong organizational skills

Job Type: Full time

Benefit Eligible: Yes

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