

St. Dominic Village
Support Specialist to Retired Priests
Archbishop Joseph A. Fiorenza Retirement Residence and Maloney Hall

Summary

St. Dominic Village seeks suitable candidates for the position of Support Specialist to Retired Priests (Support Specialist) to assist and support the retired priests of the Archdiocese at the Archbishop Joseph A. Fiorenza Priest Retirement Residence and Maloney Hall (SDV Nursing Home) with their social, emotional, and spiritual needs and communicate these needs along with the priest's overall wellbeing to the nursing home and retirement residence staff. This position is responsible for providing the retired priests with daily structure keeping them connected and engaged with people and activities, will follow up with retired priests who need the assistance to ensure they take their medications as prescribed, help schedule appointments, and escort the priests when necessary.

The Support Specialist exercises the particular abilities of a highly organized person, can work independently, and is adept at using one or more word processing programs, e-mail, internet browsers, desktop publishing program, spread sheet program, database program, and other such programs as necessary. This position requires well developed people skills that include the ability to communicate well in person, on the telephone, email, text, and by the written word when called upon. This position may have access to and regularly works with matters of a confidential, strategic, and critical nature. The Support Specialist will meet the needs of this position by handling a variety of tasks to ensure that all interactions with the office are positive and productive, and that all work is completed professionally, efficiently, and effectively. This is a full-time, benefits eligible, 40 hours per week position.

This position requires a caring gentle personality with strong interpersonal skills, and if not currently then the willingness to become Extraordinary Minister of Holy Communion. The Support Specialist must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church and must be a practicing Catholic in good standing with the Church.

Education and Experience

Minimum of two years college or equivalent, with no less than 3 years' experience working as a caregiver in a nursing home or retirement home assisting the elderly and infirm.

Suitable candidates should send a cover letter, minimum salary requirement, and resume to vtran@stdominicvillage.org Please place Support Specialist to Retired Priests on the subject line.