



SNJM prides ourselves on creating a warm and caring work environment. We treat one another with dignity, seek understanding and we value differences. All are welcome here!

The Sisters of the Holy Names of Jesus and Mary (SNJM) is an international congregation of Catholic Sisters with offices located in Oregon, Washington, California and Windsor, Canada.

***What we offer:*** A great environment & benefits package including:

- Medical/dental/vision/life insurance - we pay 100% of employee-only premiums!
- A generous 401(k) program with employer matching
- 11 paid holidays per year
- Paid time off (PTO) starting at 18 days/year

**About This Position:** Provides and coordinates spiritual and pastoral support services for retired and elderly Catholic Sisters living in the Santa Clara Valley. As part of the Health & Well-Being (HWB) team, meets and assesses the needs of the individual Sisters in the area and responds to their needs with programs and services. Coordinates religious and sacramental services for the Sisters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serves as a member of an interdisciplinary healthcare team, with a particular focus on spiritual components of care.
2. Meets with Sisters who want support for health and end of life transitions.
3. Provides opportunities for pastoral counseling as needed, individually or in small groups.
4. Collaborates with Sisters to coordinate liturgical and sacramental services, such as Masses, Communion Services, sacramental opportunities, and retreat experiences.
5. Provides educational opportunities for Sisters in areas such as the spirituality of aging, life transitions, grief.
6. Assists the Health and Well-Being Team team with celebrations for community feast days.
7. Accompanies Sisters to medical appointments as needed.
8. Welcomes Sisters to facilities and helps orient them to their new locations.
9. Performs other duties as assigned.

**Education:** Association for Clinical Pastoral Education (ACPE) Certification.

Board Certified Chaplain preferred.

Advanced degree in theology, divinity, pastoral care, spirituality, philosophy, or related discipline.

**Experience:** Minimum of five years of chaplaincy or pastoral experience. Previous work with an aging population in a variety of health care settings including hospitals and hospice work preferred.

**Skills, Knowledge and Abilities:**

1. Respect and maintain confidentiality of sensitive information.
2. Strong interpersonal and relational skills; ability to communicate patiently and professionally with elder population who may have limited sight, hearing, and/or other limitations.
3. Experience in areas of grief counseling as well as advocating and caring for the elderly.
4. Excellent verbal and written communication skills.
5. Knowledge of theology, spirituality, pastoral counseling and ethics.
6. Ability to assess a Sister's spiritual needs and sense of well-being and find appropriate interventions.
7. Ability to handle stress associated with ministering to Sisters who experience pain, suffering, death and grief.
8. Understanding of Catholic liturgy sufficient to perform basic liturgical coordination duties.
9. Demonstrated ability to work collaboratively in groups.
10. Understanding of and ability to maintain appropriate professional boundaries.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Position has a light degree of physical demands. May stand/walk up to 3 hours/day on various surfaces. On a rare basis lifts/carries up to 40 pounds and reaches above shoulder level while retrieving files or other documents. May move wheelchairs and walkers as needed.
- Drives to visit Sisters at various locations. Possess a valid CA drivers license.

**To Apply:** Visit [www.snjmuson.org/careers](http://www.snjmuson.org/careers) or email [jobs@snjmuson.org](mailto:jobs@snjmuson.org)