Job Title: Guia

MISSION STATEMENT

As partners in ministry, we commit to further the mission of the Sisters of the Holy Cross. We strive for excellence in all we do while using our resources wisely. We are called to live and minister in right relationships as we witness to gospel values and build just and caring communities.

CORE VALUES

Respect:
Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:
Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:
Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:
Works with and for others by sharing our gifts and talents to accomplish the mission.

The Vision of Person Directed Living

The Sisters of the Holy Cross provide residential living where the mission and core values of the Congregation and the philosophy of person directed living is fostered. Small communities encourage sisters to express their spiritual, emotional, and physical needs without judgement. Sisters are supported in making individual choices about their daily routine and services they wish to receive. Building on the strengths of each individual, diversity and differences are celebrated and through validation, creative and innovative solutions are possible.

Position Description:

The Guia is a coach and supervisor of the companions and is responsible for the overall operations and quality of services of two communities. The Guia coaches, directs, and monitors the quality of care and the quality of life of the sisters. The Guia acts as the direct supervisor to the self-organized work teams and is responsible for evaluating the outcomes of their work, both individually and as a team.

Qualities/Characteristics:
1. Knowledgeable of person directed living – assures the staff understand the vision of person directed living.
2. Takes a creative and innovative approach to problem-solving. Is a continuous learner.
3. Expresses encouragement and optimism.
4. Self-aware – knowledgeable of one’s values, personality, needs, habits, emotions, strengths and weaknesses. Open to feedback.
5. Treats others as partners, encouraging their input and trusting them to carry out their assignments.
6. Provides resources, training, authority and support necessary for staff to carry out solutions.
7. Identifies individuals’ strengths, abilities, and challenges. Cares deeply about the people they serve, both sisters and staff.

**Essential Functions:**

1. Coordinates day-to-day operation of 2 communities.
   a. Based on each sister’s preferences and needs, assures that quality, holistic care is provided.
   b. Promotes interdisciplinary communications between all shifts. Assures changes in sisters’ conditions are reported to the appropriate person(s).
   c. Engages in and encourages sisters and staff participation in meaningful activities of their choice e.g. ministry work, current events, music, prayer, art, games, food preparation, exercise, etc.
   d. Coordinates the moving of sisters to and from the community.
   e. Works collaboratively with the Clinical Support Team, Superior of Saint Mary’s Convent, the Area Coordinator and other Guias.
2. Supervises staff and assures ongoing staff development
   a. Interviews, hires, orients and supervises companions for the community.
   b. Assures the effective functioning of the self-directed work teams. Coaches and serves as a mentor to staff in problem solving and promotes independent thinking. Reviews and coaches work team’s decision making process and provides examples of effective approaches to decision-making.
   c. Actively participates in the growth and development of staff through educational sessions, monthly staff meetings and ongoing supervision. Assures the effective orientation of new staff.
   d. Promotes collaboration and teamwork in all aspects of care.
   e. Reviews and approves team-developed work schedules, vacation requests, monitors and records absences. Assures flexibility in scheduling to meet the sisters’ needs.
   f. Recognizes and rewards positive staff behaviors. Addresses inappropriate behaviors immediately. Keeps performance documentation current and conducts annual performance reviews timely.
3. Observes and coaches the relationship between companions and the members of the clinical support team to develop relationships and address the needs of the whole person—spiritual, emotional, and physical.
4. Develops annual budget and manages approved budget month-to-month.
5. Works closely with the other Guias in the on-going development of CSC person directed living
**Minimum Qualifications:**

**Education**
Bachelor’s degree or RN from an accredited school of nursing required, Master’s degree preferred. Current State of Indiana licensure required for LCSW or RN.

**Experience**
Two years of supervisory/management experience preferred, 2 years’ experience working with older adults in a social service/health care setting required.

**Supervision**
Responsible for a department/function, participating in decision making and planning of staffing, scheduling, and performance management.

**Budget Responsibility**
Responsible for projecting, managing and monitoring neighborhood budgets. Has authority to sign off on approved budget items within the neighborhoods.

**Working Environment**
This job operates in a residential setting. This role requires regular walking to various locations around the convents. This role also routinely comes into contact with Sisters who may have contagious illnesses.

**Equipment Utilization**
Work requires practical knowledge of office equipment including computer, scanner, fax, and copier. Internet research skills are required. Must be familiar with the following software programs: MS Word, Outlook, and have the capacity to learn new programs as necessary.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and may require standing, walking, bending, kneeling, crouching, reaching, pushing, pulling, lifting, stooping, and grasping throughout the day. The employee must frequently lift and/or move items over 20 pounds and occasionally exert up to 50 pounds.

**Hazards or Fatigue**
Exposure to hazards and fatigue are present intermittently. Incumbent may be exposed to body fluids and wastes intermittently.

**Other Acknowledgements:**
Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal
employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.