

## **Rewarding Part Time Opportunity - Aide to Retired Clergy**

### **St. Dominic Center**

2403 Holcombe Blvd  
Houston, TX 77021-2098

#### **SUMMARY:**

Under general supervision of Coordinator of Clergy Pastoral Outreach department Aide to Retired Clergy provides transportation, personal care and regular activities for retired clergy. Duties include transporting retired clergy to doctor appointments, shopping, government offices, etc.; assisting retired clergy with activities of daily living and organizing living space; and helping the Office coordinator organize, encourage and facilitate regular social, intellectual and spiritual activities for the retired clergy. Duties also include, but are not limited to the following; establishes activity schedules of social, intellectual and spiritual activities and maintains a transportation log of where retired clergy are being transported to and from including a record of beginning and ending mileage and total mileage. Opens and enhances channels of communication to retired clergy regarding transportation and activities by preparing, distributing, and posting announcements on community bulletin boards. Assists & supports retired clergy concerning their physical, emotional and spiritual needs by active listening and helping with activities of daily living which may include dressing, providing assistance with personal items (TV, computer, telephone, walkers, wheel chairs etc.) and organizing living space to keep free of fall risks. Responsible for scheduling and confirming facility reservations, setup and clean up, etc. for all scheduled activities. Assists the Office secretary by performing related general secretarial duties such as photocopying, faxing and distributing correspondence to retired clergy. Organizes work load to comply with deadlines and priorities and works independently to complete routine tasks. Fulfills any other duty that may be assigned by the Office coordinator.

#### **EDUCATION/EXPERIENCE:**

Knowledge equivalent to two years in college. A minimum of two years of experience working with seniors in activities of daily living (prefer two years experience as a nurses aide) and in organizing and conducting activities for them. Must have a good driving record for the last five years which will be reviewed prior to being offered employment. Must be a practicing Catholic in good standing with the church. Ability to read and comprehend instructions, correspondence, and memos. Ability to effectively present information in one-on-one and small group situations with retired clergy, families, and others with interest. Bilingual in English & Spanish preferred but not required.

If interested, please send a cover letter with resume to [hr@archgh.org](mailto:hr@archgh.org). Please place job title on subject line.