



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.

The Sisters are dedicated to the full development of the human person through education, social justice, contemplation, and the arts. Our staff, through their work, live out this vision in support of the Sisters, their mission, and their ministries.

SNJM prides itself on creating a warm and caring work environment. We treat one another with dignity, seek understanding and we value differences. Our teams build supportive relationships that foster openness, trust, and harmony. We look for ways to develop the knowledge, skills and abilities of our employees and encourage staff to think creatively and innovatively.

If the SNJM work environment sounds like what you are looking for, we invite you to apply for our **Certified Nursing Assistant or Medical Assistant** position we have in our Lake Oswego office. We offer a competitive salary and benefits package including medical/dental/vision/life insurance and short and long-term disability, a generous 401(k) program, 10 paid holidays per year and paid time off starting at 18 days/year.

**SUMMARY:** Under the Direction of the SNJM Oregon Clinical Care Coordinator, the CNA/CMA position provides a variety of health-related services to SNJM Sisters living at Mary's Woods

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. As directed, provides personal care for Sisters living in Independent level at Mary's Woods. Services may include ADL areas, wound care and taking of vital signs. Records and reports vital signs and other medical information to Clinical Care Coordinator.
2. Communicates observations of changes to a Sister's health or well-being to Clinical Care Coordinator.
3. Provides emotional support to enable Sisters to live independently and adapt to changing health conditions.
4. As appropriate drives and accompanies Sisters to medical appointments: providing companionship as Sisters receive medical services.
5. Other related duties as needed and/or directed by SNJM Clinical Care Coordinator.

**QUALIFICATIONS:** *To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** High school diploma or equivalent. Must have current Certified Nursing Assistant or Certified Medical Assistant designation

**Experience:** Must have minimum of 4 years' experience as CNA or CMA.

**Skills, Knowledge and Abilities:**

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.
4. Ability to maintain collaborative relationships with SNJM Sisters, staff, and external contacts.
5. High degree of flexibility in carrying out work assignments.
6. Ability to self-initiate work, manage work time effectively and follow through on work assignments.
7. Ability to work in a patient and understanding manner with an elder population who may be ill, disabled, hospitalized, and/or suffering from dementia.
8. Ability to respond to stressful situations appropriately and calmly.
9. Basic English language skills (speaking, reading, writing).
10. Requires valid driver's license and evidence of personal insurance in accord with SNJM guidelines.

**HOURS:** 32-40 hours per week including every other weekend.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

To learn more about the mission and vision of the Sisters of the Holy Names visit:  
[www.snjmusontario.org](http://www.snjmusontario.org)

**To Apply:** In order to be considered an applicant for this position, please complete our [online employment application](#)