

Personal Care Assistant / Housekeeper – Appleton, WI
The Province of St. Joseph of the Capuchin Order – St. Fidelis

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a caring, responsible and qualified Personal Care Worker or Certified Nursing Assistant. The primary purpose of this position is to tend to the needs of the elder friars and offer support to enhance safety with ambulation and activities. This is a part time position at the retirement home for Franciscan Capuchin Friars in Appleton, Wisconsin. The schedule is Monday through Friday, 7:00am – 1:00pm, Full Time. Occasional weekend coverage may be needed in addition to the weekday schedule. Flexible Day Shift hours.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Responds to pages from Nurse Call System
- Monitors friars for change of condition
- Accompanies friars to appointments, Urgent Care, etc.
- Assists with medication and monitoring blood sugar
- Checks weekly blood pressure and weight of friars
- Participates in friary wellness activities
- Attends to medical equipment needs and cleaning
- Performs clerical tasks related to friar health care
- Provides phone coverage for incoming phone calls
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: The desired education and experience level for this position is: High School diploma AND; certified nursing assistant preferred and/or experience as a nursing assistant in an assistant living facility or other health care setting; certification in medication administration or willing to obtain.

The Review of resumes will begin immediately. Please send letter of interest and resume to: employment@thecapuchins.org Please include “Personal Care Assistant” in the subject line.

Or mail to:

Attention: Human Resources
Personal Care Assistant
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207