

Healthcare Assistant
The Province of St. Joseph of the Capuchin Order – Detroit, MI

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 Healthcare Assistant, under the direction of the Health Care Director, will assist with the health care for friars in the Detroit area of the Province. This position will serve as a resource to the Local Minister as well as the Health Care Director.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Drive and accompany friars to healthcare appointments, errands and shopping
- Complete daily record keeping
- Prepare simple modified diets according to instruction
- Assist friars with activities of daily living
- Perform light housekeeping and laundry
- Assist with nutritional monitoring
- Educate patient in home care safety
- Communicate with Local Minister, Nurse and Doctor on status of patient
- Identify equipment needs and report to local minister or supervisor
- Assist with transfers and ambulation; assess for safety
- Assist with medication reminders, set up pill box and refilling prescriptions
- Monitor DME use and changes as needed
- Maintain a clean safe work environment
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, 5 years of experience with geriatric patients in health care setting, ability to drive patients, strong patient assistance skills, effective interpersonal and communication skills, effective Microsoft Office skills, must be able to lift at least 25 pounds, ability to assist in repositioning patients, demonstrate the ability to maintain confidential information

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

Or mail to:
Attention: Human Resources
Healthcare Assistant
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207