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**JOB TITLE: DIRECTOR of MISSION INTEGRATION**  
**REPORTS TO:** Administrators of Elizabeth Seton Residence and Marillac Residence  
**LOCATED:** Wellesley Massachusetts (Greater Boston area)

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### **GENERAL STATEMENT OF DUTIES**

Responsible for articulating, promoting and communicating the mission, values and philosophy of the Elizabeth Seton Residence and Marillac Residence to both internal and external communities and to ensure the Residences' core values are central to the planning and development of programs and activities; the oversight and implementation of resident pastoral care and performance of other activities as required or as dictated by position responsibilities.

Elizabeth Seton Residence and Marillac Residence are ministries of the Sisters of Charity- Halifax.

The spirit, mission and values of the Sisters of Charity, St. Elizabeth Ann Seton and St. Louise deMarillac, for whom the Residences are named, are at the heart of the services and care offered at both Residences.

### **QUALIFICATIONS**

Master's Degree is preferred, with current knowledge of theology, spirituality, ecumenical orientation, cultural diversity and Catholic teachings, especially those related to Catholic Health Care and Ethics. A demonstrated understanding of management, leadership and organizational behavior is preferred. Bachelor's degree is acceptable with specified knowledge and experience. Excellent communication skills, energetic, positive attitude, integrity, creativity, initiative and cheerful enthusiasm are important.

### **DUTIES and RESPONSIBILITIES**

#### **Essential Elements**

- Demonstrates a grasp of both the complexities of health care as a business and the unique, moral, ethical and social expectations placed on a health care provider that claims Catholic identity, integrating such values across the organization. Models the Mission.
- Educates both the internal and external community regarding the fulfillment of the mission relative to a meaningful expression of the philosophy of compassionate care.
- Develops and implements the annual Mission plan that will ensure the mission, values and identity of the Residences finds expression in the care provided, the programs developed and the annual goals and objectives of the Residences.
- Communicates the philosophy and mission effectively and inspirationally to all residents, employees, families, board members, physicians, volunteers, visitors, and the greater community.
- Applies social justice teachings to Residences' role as caregiver, employer, and community partner. Assures the Residences' social accountability and community benefits are responsive to local and global needs.
- Oversees the Pastoral Care/Chaplaincy program of the organization and supervises chaplains.
- Helps to ensure education on the Ethical and Religious Directives, appropriate policy development and consultation on ethical issues. Is a member of the Ethics Committee
- Facilitates, in collaboration with the Administrators, the permeation of mission integrity throughout all organizational processes (i.e. planning, policy development, leadership training).
- Invites, motivates and actively engages personnel to become involved through participation in special mission integration projects.
- Participates in the orientation of new hires.
- Oversees Volunteer Program at both facilities.
- Maintains contacts to keep abreast of developments within the Mission Integration field.

#### **Secondary Elements**

- Ensures that all required records, reports, documents and other data are prepared and maintained.
- Performs other duties and activities as necessary to accomplish position objectives in an effective and efficient manner.

**Please send all resumes to Maura McNulty [mmcnulty@schalifax.org](mailto:mmcnulty@schalifax.org).**