



HOUSE OF MERCY, INC.

A ministry of the Sisters of Mercy, providing hope, healing, and a home for persons living with HIV

Position: Activities and Volunteer Coordinator

Status: Part-Time, Exempt, 24 hours per week

Reports to: Primary Director of Development, Secondary Director of Development

Employees Supervised: None

Interrelationships: Staff, Volunteers, and Residents

About House of Mercy:

House of Mercy was founded in 1991 by the Sisters of Mercy. The private, nonprofit corporation located in Belmont, NC is a family care home providing holistic care for those living with HIV/AIDS in a residential setting. House of Mercy's mission is to respond to the physical, spiritual, social, emotional and psychological needs of persons living with HIV/AIDS while embracing the values of sacredness of life, justice, human dignity, service, and integrity. Living with HIV/AIDS has changed greatly in the past 30 years. Just as treatments have changed and improved, so has the House of Mercy and our team is growing in order to continue improvements for those we serve.

Position Summary: The individual employed as the **Activity & Volunteer Coordinator** has primary responsibility for managing the resident recreation program at House of Mercy, the recruitment and scheduling of volunteers and assistance in special fundraising events. From time to time the position will also assist with other tasks when the House is especially busy.

Above all the **Activities & Volunteer Coordinator** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and House of Mercy, Inc.
2. Be familiar with HIV, culturally competent, and experienced working with teams and serving populations facing complex social, medical, and familial issues.
3. Maintain professional standards of confidentiality within and outside of House of Mercy, Inc.
4. Work independently and make independent decisions aligned with best practices and established or regulatory procedures; make recommendations to the President & CEO.
5. Be a team player, committed to clear and kind communication, with a willingness to do whatever needs to be done in order to ensure that the individuals served by House of Mercy.

Areas of Responsibility:

The **Activity & Volunteer Coordinator** will be responsible for:

1. Development of a program that includes activities for all residents who are medically able. The program should include daily activities either at the residence or in the community.
2. Meeting with each resident to determine their areas of recreational interest and to develop individual goals for discharge planning.
3. Assessing the availability of resources including funds, volunteers, etc., and appropriately matching these resources with the needs and desires of the resident for recreational activities. Follows organizational procedures in requesting and documenting funds utilized for recreational activities.
4. Coordinating recreational activities with the Director of Nursing and Case Management to assure that there are no conflicts with other planned activities for residents (e.g. doctor appointments, counseling sessions, physical

- therapy, etc.)
5. Maintains files and records reflecting resident participation in recreational activities.
 6. Develops special events for residents and assists in the planning and implementation of holiday and birthday celebrations.
 7. Recruits, trains, and schedules individuals and groups who volunteer their services or time to the House of Mercy. Maintain accurate records and scheduling log for all volunteers.
 8. Determines the desires of volunteers and matches them with the specific needs of the House of Mercy and/or individual residents.
 9. Assist the President/CEO, Director of Nursing, and Director of Development in the performance of non-clinical tasks on an ad hoc basis. These will include transporting residents to doctor's offices, performing incidental non-clinical tasks at the residence, and assisting in fundraising events.
 10. Follows all established rules, regulations, policies and procedures pertaining to residents and staff at the House of Mercy.
 11. Administers the purchasing of food, food supplies, and other supplies for the House of Mercy residence by maintaining an accurate food inventory list and :
 12. Assists House of Mercy in other duties as may be assigned.

Physical Demands and Working Conditions:

Must continuously have use of both hands and all fingers, speak clearly, hear, see close up at less than 20", and at a distance of more than 20 feet. Requires frequent standing and sitting. Requires occasional irregular hours worked, especially during special events, field trips, etc. Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. During some events and field trips there will be outside work although of a limited nature.

Job Qualifications (minimum)

Education: College Degree or High School Degree with applicable experience.

Experience: None required, but must complete state-required training (60 hours) in Activity Coordination within nine months.

Skills: The individual should possess good organizational skills, proficiency in Microsoft Word, Google Suite or equivalent.

Languages Spoken: Fluency in English required.

House of Mercy, Inc is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other characteristic protected by applicable state or federal law. House of Mercy encourages all qualified applicants to apply.

No phone calls please.

To apply, please send a cover letter and resume with the subject line: Act & Vol Coordinator to:

houseofmercync@gmail.com