



# 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, 20 hours per week

Reports to: Team Lead

Employees Supervised: None

Interrelationships: Staff, Clients and Volunteers

## **About House of Mercy:**

Founded in 1991, House of Mercy empowers those living with HIV and AIDS in their transformation to a more independent life. As a sponsored ministry of the Sisters of Mercy, we provide 24/7 care to individuals in our family care home located in Belmont, NC, and additional supportive services to the broader community through our Positive Connections program. At House of Mercy, our values demonstrate how much we **CARE: Community, Advocacy, Resolve, Empower**. Our team is growing, so if you would like to be a part of someone's success, then join our team.

For more information about House of Mercy please visit <https://www.thehouseofmercy.org>

**Position Summary:** The individual employed as the **Activity & Volunteer Coordinator** has primary responsibility for the recruitment and scheduling of volunteers, managing the client recreation program at House of Mercy, 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, practicing cultural humility, and be 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 to make decisions aligned with best practices for professional therapeutic relationships and care planning; make recommendations to the Patient CEO.
5. Be a team player, committed to clear and kind communication, with a willingness to contribute to the efforts of the team in order to ensure that the individuals served by House of Mercy receive quality care.

## **Areas of Responsibility:**

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

1. Work within the program's philosophy to coordinate recreational activities that empower our clients to remain actively involved in the community. Daily activities should be designed for clients with varying mental, social, and physical abilities and provided at the residence or in the community.
2. Meeting with clients to determine their areas of recreational interest and to develop individual goals for discharge planning.
3. Evaluating the availability of resources including funds, volunteers, scheduled staffing, etc., and appropriately matching these resources with the needs and desires of clients for recreational activities. Follows organizational procedures in requesting and documenting funds utilized for recreational activities.

4. Maintains files and records reflecting client participation in recreational activities.
5. Develops special events for clients and assists in the planning and implementation of holiday and birthday celebrations.
6. Recruits, trains, and schedules individuals and groups who volunteer their services or time to House of Mercy. Maintain accurate records and scheduling logs for all volunteers using Donor Perfect.
7. Determines the desires of volunteers and matches them with the specific needs of the House of Mercy and/or individual clients.
8. Assist the Director of Nursing and the Development Team in the performance of non-clinical tasks on an ad hoc basis. These will include transporting clients to doctor's offices, performing incidental non-clinical tasks at the residence, and assisting in fundraising events.
9. Follows all established rules, regulations, policies and procedures pertaining to clients and staff at the House of Mercy.
10. Participate in food safety training in order to effectively coordinate and support routine and special events that include meal planning and preparation.
11. Assists House of Mercy in other duties as may be assigned.

### **Job Qualifications (minimum)**

Education: High School Degree or equivalent.

Experience: Prior experience in licensed setting preferred, will review applications with practical, related experience.

Skills: The individual should possess good organizational skills, proficiency in Google Suite or equivalent and have the ability to learn DonorPerfect for record keeping. The individual should be willing to assist in the kitchen to provide family-style meals and social environment.

Other requirements: Pass a pre-employment criminal background check and drug test.

Languages Spoken: Fluency in English required.

### **Physical Demands and Working Conditions:**

Requires frequent standing, sitting, walking, and driving of an automobile. Requires occasional long or irregular hours worked, especially during the production of special events. Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. During some events, there will be outside work although of a limited nature. Must be able to lift, carry, push, pull or move objects (up to 20 lbs.) when needed. Reasonable accommodations may be made to support individuals with disabilities.

### **Schedule**

Monday through Friday with varying hours based on organizational needs. **Guaranteed 20 hours per week.**

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned this job classification. They are not to be interpreted as an all-inclusive list of duties, skills, and responsibilities for this position.

*House of Mercy Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics.*



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To apply please visit [www.thehouseofmercy.org](http://www.thehouseofmercy.org)