



Sisters of Saint Martha, Antigonish, NS



Medical Accompaniment/Driver/Support Services

FULL-TIME

This role focuses on the well-being of the Sisters living in Martha Place and Mary's Court at Parkland Antigonish by providing accompaniment and transportation, purchasing for Tuck Shop and individual Sisters, assisting team leaders in activities and events, and enhancing Sisters' quality of life by providing opportunities for stimulation and movement, while always respecting each Sister's gifts and limitations. The position is accountable to the CSM Parkland Community Leadership Team through the Administrative Coordinator.

PLEASE SEND RESUME TO
SHERRI.PENNY@THEMARTHAS.COM

WITH 'MEDICAL DRIVER'
AS THE SUBJECT.

APPLICATION DEADLINE:
Friday, June 20th, 2025

MAIN RESPONSIBILITIES:

- Accompany and/or drive members of the Sisters of St. Martha Community to appointments and recreational outings as required.
- Accompany Sisters on accessible transportation or in taxi as needed for appointments.
- Accompany Sisters into the doctor's office, if needed.
- Facilitate communication between medical professionals and the Community Leadership Team by taking notes of any follow-up care instructions, requesting clarification as needed from clinic staff, and reporting back to appropriate parties.
- May be requested to accompany a Sister on an outing outside of Antigonish including shopping in surrounding communities, family visitation, and out-of-town appointments within Nova Scotia.
- Provide transportation and accompaniment to Sisters attending funeral and memorial services in Antigonish and surrounding communities.
- Assist the Community Leadership Team in their activities and events.
- Accompany Sisters on walks within the building and on the grounds, with a particular focus on Sisters living in Mary's Court.
- Initiate and respond to requests for social, recreational, and shopping outings.
- Plan and lead small recreation activities in the building with individual Sisters or small groups.
- Act as custodial care for Sisters waiting to receive care in outpatients during regular working hours.
- May be requested to perform other duties, as directed.

OTHER DUTIES:

- Keep the Tuck Shop supplied as requested and accounts to the Local Treasurer.
- Meet regularly with Community Life Animator and Administrative Coordinator to share learnings and suggestions or make requests.
- Promptly inform the Community Life Animator of significant changes in the health status or abilities of a Sister.
- Coordinate accessible transportation for Sisters who cannot safely travel in a CSM fleet vehicle.
- Assist Sisters with packing their belongings to move from one room/unit to another within the building.

SKILLS & QUALIFICATIONS:

- Skills in working with elders
- A valid driver's license and a clean driving abstract
- Ability to work as part of a team
- Ability to maintain confidentiality
- Self-motivation and ability to adapt to the needs of the community each day
- Good listening and writing skills to hear and report on medical consults
- Ability to use a shared digital calendar for coordinating outings
- Experience working in nursing or retirement home is helpful

TERMS OF EMPLOYMENT:

This is a full-time position (40 hours per week, Monday - Friday 7:00am – 3:00pm) with the possibility of flexible scheduling throughout the week. Occasional need to work evenings, weekends, or an extended day with notice/consultation.