This is a job description sample and is for general information purposes; it is not shared with the intention to serve as a legal document. If you wish further information please feel free to contact Sister Cathy Olds [colds@snjmuson.org](mailto:colds@snjmuson.org).

**Job Title: Clinical (RN) Care Coordinator (*specific area of responsibility named*)**

**Department: U.S.-Ontario Province Health & Well-Being**

**Reports to: Province Health & Well-Being Administrator**

**FLSA Status: Exempt**

**SUMMARY:** As part of the Health and Well-Being team, provides nursing care management to SNJMs living in *specific area of responsibility named*. Consults and advises regarding healthcare needs and services. Performs all essential functions of care coordination. Enhances Sister’s understanding of her own medical needs. Supervises Mental Health Counselor and Resident/Care Assistant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists and advises individual Sisters who have requested assistance or who have been identified as needing assistance with healthcare and related services.
2. Performs all essential functions of care coordination which includes assessment, development of health and related needs-based plan, implementation, monitoring, evaluation, and adjustment.
3. Keeps Province Health & Well-Being Administrator and those appropriately involved in a particular Sister's health situation updated on a regular basis.
4. Works closely with Province Health & Well-Being Director of Benefits, Resources and Care Consultation and SNJM Benefits Coordinator in areas relating to insurance, benefits, and special orders regarding equipment, medications and medical supplies.
5. Maintains positive, professional working relationships with physicians, nursing, social services, pastoral, and staff at facilities where Sisters reside to facilitate optimal care of Sisters.
   1. works integrally with and as a resource to SNJM Community Life Directors
   2. attends facility care conference with Community Life Director
   3. facilitates weekly SNJM care team meeting
   4. coordinates use of Home Care services when appropriate
   5. ensures coordination of medical appointments and transportation as needed.
6. Coordinates and supervises personal care and medication management services as delegated to SNJM CNA/CMA.
7. Assists Sisters in communicating with healthcare providers (physicians, discharge planners, home health agencies, hospice, and healthcare facilities, etc.).
8. In collaboration with Province Director of Benefits, Resources and Care Consultation, facilitates, coordinates, and monitors use of home care and other community-based services.
9. Assists in transitioning Sisters as needed to other levels of care. Maximizes use of services provided at facilities.
10. Transports and accompanies Sisters to medical appointments when health advocacy is needed, or supports others in doing so, especially at times of health transition, surgery, etc.
11. Serves as a resource to Sister and her chosen support person(s), especially during times of health transitions, serious medical conditions, and/or surgery.
12. Provides and/or assists with education of Sisters about health and wellness topics and available resources including planning, presenting, and/or implementing health and wellness programs (e.g., fall prevention, brain fitness, etc.)
13. Actively participates in periodic Health and Well-Being meetings, intercommunity health care meetings and workshops/seminars related to care coordination.
14. May occasionally provide direct nursing care services on a limited basis with the approval of the Province Health and Well-Being Administrator.
15. Other related duties as needed and/or directed.

**DIRECTLY SUPERVISES:**  Mental Health Counselor; Resident/Care Assistant

**INTERRELATIONSHIPS:** Works in closecollaboration with Sisters, Province Health and Well-Being Team, designated Province Leadership Team member, SNJM Community Life Directors, *specific area* SNJM H & WB Team members, SNJM administrative and regional office staff, facility staffs, and others as necessary

**QUALIFICATIONS**: *To perform this job successfully individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** Graduation from an accredited nursing program; BSN preferred.

**Experience:**  RN with5 – 8 years’ experience including home health care management experience, or equivalent.

**Certification:** Professional Geriatric Care Manager (GCM) certification preferred.

**Skills, Knowledge and Abilities:**

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.
4. Thorough knowledge and understanding of the concepts of aging and concerns of the elderly population.
5. Demonstrated ability to communicate professionally, empathetically, and compassionately with elder population who may be ill, disabled, hospitalized, and/or experiencing loss.
6. Understanding of and ability to maintain appropriate professional boundaries.
7. Demonstrated knowledge of and experience coordinating community resources in Portland metro area, with ability to research, evaluate, and coordinate community resources in other areas as needed.
8. Supervisory experience; ability to coach, direct and lead staff in collaborative and respectful manner. Knowledge and ability to supervise in-home care and medication management by SNJM staff.
9. Ability to develop and maintain collaborative relationships with SNJM Sisters, staff, and external contacts.
10. Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with Sisters, staff, providers, and external facilities.
11. Excellent organizational skills and ability to prioritize and execute tasks in a timely manner.
12. Demonstrated written and verbal skills to assure effective communication.
13. Ability to respond to urgent and/or stressful situations appropriately and calmly.
14. Proficient knowledge of Microsoft Office and other computer software programs including, but not limited to Word, Excel, Outlook.
15. Valid drivers' license and personal vehicle
16. Ability to travel frequently within Metro area in carrying out job responsibilities. Occasional travel throughout State and other locations as needed.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:**

Position requires work in office and residential settings, along with travel by personal vehicle to conduct site visits to Sisters’ homes and/or medical facilities. Must be able to assist Sisters with transportation, and with getting into and out of vehicles. Requires ability to lift/maneuver wheelchairs, walkers, and other medical equipment.

Occasional evening and/or weekend hours as needed. Occasional overnight travel is required.

**EQUIPMENT** **USED:**

Computer (PC), keyboard, mouse; office telephone/voice mail system; fax/copier, scanner, etc. Operates personal vehicle.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

I acknowledge that I have reviewed the above job description.

(Name of Employee)

Employee Signature Date

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**